

Fiscal Year 2005

Reporting Manual



Iowa Community Colleges

State of Iowa
Department of Education
Division of Community Colleges and Workforce Preparation
Bureau of Community Colleges and Career and Technical Education
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Des Moines, IA 50319-0146

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Table of Contents

Manual Section	Page Number
Section: A. Introduction.....	A-1
Manual Updates/Changes - Fiscal Year 2005	A-2
Reporting Schedule	A-4
MIS Technical Assistance Contact Persons	A-5
Section: B. Credit Student Enrollment Reporting.....	B-1
Table of Contents	B-2
Credit Course/Program/Activity CIP Numbers and Code Sets Summary	B-3
I. General Credit Instructions	B-6
A. Credit Instructional Program /Course Criteria.....	B-6
B. Credit Enrollment/Reporting Policies/Procedures.....	B-6
C. Specific Program/Student Reporting Procedures.....	B-9
D. Tuition Rates	B-13
Section: C. Non-Credit Student Enrollment Reporting	C-1
Table of Contents	C-2
Executive Summary.....	C-3
Non-Credit Course/Program/Activity CIP Numbers And Code Sets - Summary	C-4
Contact Hour Reporting Requirements/Procedures.....	C-7
I. General Non-Credit Instructions.....	C-7
A. Non-Credit Instructional Course Criteria	C-7
B. Non-Credit Reporting Procedures.....	C-8
C. Determining Eligible vs. Non-Eligible	C-9
D. Classification of Instructional Program (CIP) Numbers, Code Sets, and Subject Content.....	C-10
II. Non-Credit Categories	C-11
A. Adult Basic Education (ABE)	C-11
B. Secondary Education (Including Adult High School Diploma).....	C-12
C. State or Federal Mandated/State Recognized/Court Ordered/Referred	C-12
D. Enhance Employability/Academic Success.....	C-16
E. Community and Public Policy	C-19
F. Family/Individual Development and Health	C-20
G. Adult Learning (Non-Eligible)	C-20
H. Leisure/Recreational (Non-Eligible).....	C-20
I. Local Community College - Use Only (Non-Eligible)	C-21
Non-Credit Course Master	C-22
Section: D. Secondary Jointly Administered Reporting.....	D-1
Secondary Jointly Administered Courses/Programs.....	D-2
Secondary Jointly Administered –(Secondary Credit Only) (Not PSEO)	D-2
Career Academies.....	D-2
Section: E. Economic Development Project/Program Reporting.....	E-1
I. General Instructions	E-2
Section: F. Human Resources Reporting.....	F-1
I. General Instructions	F-2
A. Employee Position Codes	F-2
B. Employee Assignment Codes	F-4

Table of Contents *(Continued)*

Manual Section	Page Number
Section: G. Management Information System (MIS) Reporting.....	G-1
I. General Instructions	G-2
II. Fall Reporting	G-3
A. Data Submission Deadlines	G-3
B. Transmittal Form – Data Records	G-3
C. Fall Term/Credit Student Information File	G-3
D. Fall Term/Credit Student Course File.....	G-6
III. Year-End Reporting.....	G-8
A. Data Submission Deadlines	G-8
B. Transmittal Form – Data Records	G-8
C. Year-End Credit Student Information File.....	G-9
D. Year-End Credit Student Course File	G-12
F. Non-Credit Student Information File	G-13
G. Electronic Course Catalog File – Non-Credit.....	G-15
H. Economic Development Information (260E, 260F, 260G, and Grow Iowa Values).....	G-16
I. One Source Training Information File Format.....	G-16
J. Human Resources Employee File	G-17
K. Human Resources Position File.....	G-18
L. Credit Student Awards File	G-18
Section: H. Financial Reporting	H-1
I. General Instructions	H-2
II. Financial Reporting.....	H-3
A. CE-4b, Pro Rate Sheet	H-3
B. Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7)	H-5
C. Unrestricted General Fund, AS-15E (Fund 1) Restricted General Fund, AS-15E (Fund 2) Plant Fund AS-15F (Fund 7)	H-6
D. Building Information	H-7
E. Buildings and Facilities.....	H-7
F. Administrative Allowance from Code of Iowa, Chapter 260E	H-8
Section: I. Appendix	I-1
Appendix A – Identification Code Sets	I-2
Appendix B – High School Identification Code Sets	I-3
Appendix C – Adult High School Diploma.....	I-13

2005 Reporting Manual
Section
A. Introduction

Introduction

Manual Updates/Changes - Fiscal Year 2005

All staff members responsible for identifying and/or reporting Activities/Courses/Programs should review all sections (Section A-Introduction, Section B-Credit Student Enrollment Reporting, Section 3-Non-Credit Enrollment Reporting, Section D-Secondary Jointly Administered, Section E-Economic Development Project/Program Reporting, Section F-Human Resources Reporting, Section G-Management Information System (MIS) Reporting, Section H-Financial Reporting, and Section I-Appendix) of this manual for changes. Each section of the manual has been reviewed with implemented modifications to improve processes and procedures, clarification, and accuracy in reporting.

Updates/changes include:

Section A: Introduction

1. p. A-3, Added Reporting Schedule to the introduction section.

Section B: Credit

1. p. B-4, B-11, Added Grow Iowa Values Fund under Economic Development.
2. p. B-4, B-11 One Source Training changed type from Economic Development, to training & upgrading. Note changed for clarification.
3. p. B-3, B-9, Career Academies (Non Grow Iowa values Fund).

Section C: Non-Credit

1. p. C-4, C11, ABE further broken down to identify corrections activities.
2. p. C-4, C-12, GED further broken down to identify corrections activities.
3. p. C-4, C-12, Adult High School diploma added to Secondary Education section.
4. p. C-4, C-12, Under Secondary Education added High School Diploma Course Category.
5. p. C-5, C-18, Added Grow Iowa Values Fund under Economic Development.
6. p. C-5, C-19 One Source Training changed type from Economic. Development, to training & upgrading. Note changed for clarification.
7. p. C-6, C-20, CIP number was changed from 61 categories to 62 categories for Community Service and Conferences/Special Events.
8. p. C-9, Criteria for determining Eligible vs Non-Eligible added for clarification.
9. p. C-17, Added note to clarify corrections reported in ABE.
10. p. C-17, Added description of minimum of 540 contact hours to ACE.

Section D: Jointly Administered

1. Added Section to address Career Academies.

Section G: MIS Reporting

1. p. G-4, G-10, Field L, Added “Adult High School Diploma” to Description.
2. p. G-5, G-11, Field X, Added “and Community College Adult High School Diploma Identification” to Data Element.
3. p. G-5, G-11, Field X, Added “Either the Iowa High School Code or ACT codes will be accepted by the MIS System” to Description.
4. p. G-6, G-12, Field H, Added 49-53, Grow Iowa Values Fund code sets to Description.
5. p. G-8, Added One Source side file to the year-end reporting dates.
6. p. G-14, Field L, Added 49-53, Grow Iowa Values Fund code sets to Description.
7. p. G-15, Field S, Added “Adult High School Diploma” to Description.
8. p. G-16, Adjusted “side” files for economic development and added One Source side file.

Section I: Appendix

1. p. I-3, Added 49-53, Grow Iowa Values Fund code sets to “Special Emphasis.”
2. p. I-3, Added 21, Career Academy (Non-Grow Iowa Values Fund) code set to “Special Emphasis”.
3. p. I-4, Added to High School Code Set.
 - a. “May be reported using ACT, CEEB or Iowa High School Identification Codes”.
 - b. Home schooled students – use local high school code.
 - c. If reporting Adult High School Diploma use Appendix C.
4. p. I-24, Added Adult High School Identification Code sets to include Community Colleges.

Questions relating to the updates should be directed to Chris Evans, Jerry Lamers, and Michelle Wendel. The Year-End Reporting Manual is available on the Department’s web-site:

<http://www.state.ia.us/educate/ccwp/cc/documents.html>.

Revisions January 6, 2005**Section C: Non-Credit**

1. p. C-10, Wording – changed “assigning” to “using”
2. p. C-17, Apprenticeship, Wording – corrected code set in text from 04 49 04 04 to 04 04 04 04.
3. p. C-26, Local Community Use – code set error
 - a. Change “Community Service” code set from 04 73 70 22 to 04 71 70 22.
 - b. Change “Conferences/Special Events” code set from 04 74 70 22 to 04 72 70 22.
 - c. NOTE: Wording, added word “using” to note for clarity.
4. p. C-27-29, Examples
 - a. Many Examples were corrected to match state title.

Section F: Human Resources

1. Assignment Codes, Multiple errors corrected.

Section G: MIS Reporting

1. p. G-5/G-11, Field: W – Tech Prep, removed references to “post secondary” this field now indicates strictly Tech Prep yes or no.
2. p. G-5/G-11, Field: X – High School Code, added wording “Do NOT Mix” as well as indicated need for leading zeroes to be used when using ACT codes to fill all eight (8) positions.
3. p. G-15, Field: O – “Developmental” from “development” (typo)
4. p. G-17, Field: L – Title changed to “Years at Current College” for clarity.
5. p. G-18, Field: F – Base Position Salary – Part of Field Description was lost, now is restored.
6. p. G-18, Field: G – “Days in 2 Semester Teaching/Instructional Contract” replaces Data Element title.

Section H: Financial Reporting

1. p. H-7, Part: E, #2 – Building Form #2, year should be 2005.

Section I: Appendix

1. p. I-2, Appendix A – Object Purpose, re-added “22-Not-Elligible” to list.
2. p. I-3, Appendix B – High School ID Code Sets, Added example for clarity.

Reporting Schedule

Report	Due Date
I. Fall Reporting	
A. Transmittal Form – Data Records.....	October 1
B. Fall Term/Credit Student Information File	October 1
C. Fall Term/Credit Student Course File.....	October 1
II. Year End Reporting	
A. Transmittal Form – Data Records.....	August 4
B. Year-End Credit Student Information File.....	August 4
C. Year-End Credit Student Course File	August 4
D. Electronic Course Catalog File – Credit	August 4
E. Non-Credit Student Information File.....	August 4
F. Electronic Course Catalog File – Non-Credit	August 4
G. Economic Development Files (260E, 260F, 260G, Grow Iowa Values Fund).....	August 4
H. One Source Training Fund	August 4
I. Human Resources Employee File.....	August 4
J. Human Resources Position File	August 4
K. Financial Reporting.....	August 4
L. Transmittal Form - Credit Student Award File.....	September 10
M. Credit Student Award File	September 10

The data files/reports listed above are required to be submitted to the Department of Education. Each section includes the dates that the files/reports are due to the Department of Education. The community college should keep a point-in-time file as of the date submitted. This point-in-time must be utilized for information that is submitted on the CE-4b. The student enrollment data on the CE-4b must match the Management Information System. Please ensure that edit checks are performed on all data before submitting it to the Department. Invalid data will require the Department to return the files/reports to be corrected by the college before “clean” data is accepted.

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov.

MIS Technical Assistance Contact Persons

TOPIC	PERSON	E-MAIL ADDRESS @iowa.gov	AREA CODE (515)
Management Information System (MIS)			
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CIP Numbers/Identification Code Sets	Jerry Lamers	jerry.lamers@	281-4721
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Economic Development Projects and Programs	Michelle Wendel	michelle.wendel@	281-3550
260E, 260F Projects, 260G Programs, and Grow Iowa Values	Jerry Lamers	jerry.lamers@	281-4721
Financial	Michelle Wendel	michelle.wendel@	281-3550
Human Resources	Chris Evans	christopher.evans@	281-3671
Non-Credit Reporting	Chris Evans	christopher.evans@	281-3671
Prorate Sheet – CE-4b	Michelle Wendel	michelle.wendel@	281-3550
Secondary (Credit, Non-Credit, Jointly Admin., etc.)	Jerry Lamers	jerry.lamers@	281-4721

2005 Reporting Manual

Section

B. Credit Student Enrollment Reporting

Credit Student Enrollment Reporting

Table of Contents

Section	Page Number
CREDIT COURSE/PROGRAM/ACTIVITY CIP NUMBERS AND CODE SETS SUMMARY	B-3
I. GENERAL CREDIT INSTRUCTIONS	B-6
A. Credit Instructional Program /Course Criteria	B-6
B. Credit Enrollment/Reporting Policies/Procedures	B-6
C. Specific Program/Student Reporting Procedures.....	B-9
1. Advanced Standing Career/Vocational Education Programs	B-9
2. Apprenticeship	B-9
3. Contract/Customized Business/ Industry Training	B-9
4. Corrections	B-9
5. Developmental Education - (Math, Science, English, Communications, Other).....	B-9
6. Economic Development	B-10
7. One Source Training	B-11
8. Postsecondary Enrollment Options (PSEO)	B-11
9. Recertification/Relicensure	B-12
10. Tech Prep Programs	B-12
D. Tuition Rates	B-13

Credit Course/Program/Activity CIP Numbers and Code Sets Summary

USE ALL 8 DIGITS WHEN REPORTING CREDIT ENROLLMENTS ON THE MANAGEMENT INFORMATION SYSTEM

Title Educational Functions/Programs By State	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
FUND 1 – ACTIVITIES		
ARTS AND SCIENCE		
Liberal/General Studies	24.010100	03 08 11 03
Developmental Education-Math, Science, English, Communications, Other	24.010100	03 08 31 03
College Parallel /Career Option		
No Special Emphasis	Occupational Specific	03 06 11 03
Tech Prep	Occupational Specific	03 06 32 03
Shared A&S College Parallel/Career Option-No Special Emphasis	Occupational Specific	03 36 11 03
Shared A&S College Parallel/Career Option-Tech Prep	Occupational Specific	03 36 32 03
CAREER/VOCATIONAL EDUCATION		
Preparatory		
Full-Time Preparatory		
No Special Emphasis	Occupational Specific	03 02 11 03
Tech Prep	Occupational Specific	03 02 32 03
Reciprocal Agreement	Occupational Specific	03 02 35 03
Apprentice (Non-IDED Funded)	Occupational Specific	03 02 04 03
Advanced Standing		
No Special Emphasis	Occupational Specific	03 12 11 03
Short-Term Preparatory		
Special Populations	Occupational Specific	03 03 09 03
No Special Emphasis	Occupational Specific	03 03 11 03
Part-Time Preparatory		
No Special Emphasis	Occupational Specific	03 07 11 03
Tech Prep	Occupational Specific	03 07 32 03
Career Academy (Non Grow Iowa Values)	Occupational Specific	02 22 21 03
Corrections		
Non-State Facilities		
Juvenile –State/County/Homes/Other	Occupational/Subject	02 03 30 03
Adult – State/County Jails, Halfway Houses, Rehab. Centers, etc.	Occupational/Subject	04 03 30 03

Credit Course/Program/Activity CIP Numbers and Code Sets Summary, Continued

Educational Functions/Programs By State Title, Continued	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
Contract/Customized Business/Industry Training	Occupational/Subject	04 03 47 03
Economic Development		
Project/Program/Apprenticeship		
Iowa Industrial New Jobs Training Program		
260E - (Non-Eligible)	Occupational/Subject	03 42 41 22
260E - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F - Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 44 22
Accelerated Career Education Program – ACE		
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G - Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G - Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22
Grow Iowa Values Fund		
260G (ACE, Accelerated Career Education)	Occupational/Subject	03 42 49 03
260F (Jobs Training Act)	Occupational/Subject	03 42 50 03
260C (Career Academies)	Occupational/Subject	03 42 51 03
260C.1, Subsections 2 and 3 (Vocational and Technical Training)	Occupational/Subject	03 42 52 03
260F.9 (Job Retention Projects)	Occupational/Subject	03 42 53 03
One Source Training		
Eligible	Occupational/Subject	03 03 48 03
Non -Eligible	Occupational/Subject	03 03 48 22
Recertification/Relicensure	Occupational/Subject	
Less Than Baccalaureate	Occupational/Subject	04 46 11 03
Baccalaureate Plus	Occupational/Subject	04 47 11 03

Credit Hour Reporting Requirements/Procedures

Procedures are to be followed when identifying credit hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Credit enrollments consist of instructional offerings courses, programs, activities in the Arts and Science and Career and Technical Education areas/Cost Centers. This includes credit offerings in:

1. Liberal/General Studies
2. College Parallel/Career Options
3. Development Education
4. Full-Time, Advanced Standing, Shared, Part-Time, and Short-Term Career/Technical Preparatory
5. Apprenticeship
6. Reciprocal Agreement
7. Tech Prep
8. Secondary-Postsecondary Enrollment Options (PSOE)
9. Economic Development-260E/F/G, Apprenticeship, Grow Iowa Values Fund
10. One Source
11. Corrections
12. Contract/Customized Business/Industry Training
13. Recertification/Relicensure

Department of Education (DE) approval must be received for most of credit offerings. DE approval is not required for Liberal/General Studies, Developmental Education, Postsecondary Enrollment Options, Economic Development, Corrections, Contract/Customized Business/Industry Training, and Recertification/Relicensure. A Credit Program Master, specific to each community college, is maintained by the Department of Education. Contact the Department if there is any change from the Credit Program Master Listing of Classification of Instructional Program (CIP) Number and/or Instructional Code Set.

All students that receive credit for completed offerings must be reported on the Management Information System (MIS). Credit Student Enrollment File formats (Credit Student Information File, Student Course File, and the Credit Student Awards File) and the Electronic Course Catalog File are included in the Management Information System (MIS) Reporting section of this manual. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted or mailed to the designated person at the Department of Education and must be ASCII fixed length files.

Credit student data are collected on both Fall Term and Fiscal Year basis. Only students enrolled in a course in which the 14th calendar day occurred on or after July 1, of this fiscal reporting year or on or before June 30, of this fiscal reporting year will be included in the Fiscal Year Credit Student Enrollment Files. The Credit Student Awards File is due September 10, which allows the college to include summer graduates in this file.

I. General Credit Instructions

A. Credit Instructional Program /Course Criteria

Credit instructional programs/courses must meet all of the criteria listed below:

1. Each course must be an organized subject matter in which instruction is offered.
2. Each course must have a minimum length of 1 credit hour. A credit hour is established at 15 contact hours and is equal to 1-credit hour/50 minutes. Only the following multipliers are allowed in calculating the credit hour:
 - a. 50 minutes = 1 contact hour
 - b. 55 minutes = 1.1 contact hours
 - c. 60 minutes = 1.2 contact hours
 - d. Less than 50 minutes = Not Eligible
3. Each course must have a syllabus, course description, and condensed outline or statement of the main points on file at the community college.
4. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
5. The community college must have a written agreement with the instructor of record, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
6. Students must be registered according to the official registration procedures of the community college.
7. Student enrollment records appropriate for audit must be maintained for each course.
8. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

B. Credit Enrollment/Reporting Policies/Procedures

1. An **official school calendar**, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).
2. Community colleges shall not count more than 10 official days of **registration and orientation** immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.

3. Days on which **tests** are administered may be counted for purposes of computing credit hours if they are a part of the scheduled term as indicated by the official school calendar.
4. Reporting enrollments related to **course length** must be determined as follows:
 - a. Courses over 2 weeks in length (14 calendar days). The total registration, less the withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit hours shall be recorded for these students.
 - b. Courses less than 2 weeks in length (14 calendar days). The total registration less the withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit hours shall be recorded for these students.
 - c. Open Entry/Open Exit, Individualized and Self-Paced Courses. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit hours.
5. Enrollment must be determined on a **point-in-time reporting** basis for the following situations:
 - a. Courses, which begin more than 2 weeks (14 calendar days) prior to July 1, will be reported in this Fiscal Year.
 - b. Courses, which begin less than 2 weeks (14 calendar days) prior to July 1, or after July 1, will be reported in the next Fiscal Year.
 - c. The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will not be used for computation of credit hours. Courses which students are not withdrawn from through the 14th calendar day will have all credit hours for the course computed. Institutions must record the exact withdrawal.
6. Community colleges must not report more than **1 credit hour** for an individual student for the same period of time. There is no circumstance that can be construed as authorization for reporting 2 or more credit hours for the same period of time.
7. Credit hours counted for: **(a) on-the-job training, (b) clinical programs, and (c) work experience** programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of hours counted for a full-time or part-time program may not exceed 40 hours per week for the combined total hours including classroom work orientation
8. Credit hours shall not be counted for the time students spend taking **tests that are not a part of a course or program**. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).
9. Each course and program offered by a community college shall clearly **identify the total number of credit hours**, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit hour identification shall be continually revised to reflect changes.

B. Credit Enrollment/Reporting Policies/Procedures, Continued

10. Policies for such purposes as **late registration and official withdrawal** shall be followed when computing credit hours.
11. Courses or programs that have minor **variations in the number of credit hours** of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures.
12. Credit hours shall not be counted for **staff development/in-service training sessions for employees** of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.
13. **Holidays** when students are not scheduled for classes shall not be counted when computing credit hours.
14. Days when professional meetings are held and **classes are not scheduled** shall not be counted when computing credit hours.
15. The day when **commencement** occurs may be included when computing credit hours, if this day occurs during the period in which the student was registered for a course or program.
16. **Extended field trips** offered as eligible credit courses/hours in which students are officially registered shall have hours computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
17. **Independent Study**, “To Be Arranged,” courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Credit Instructional Program/Course Criteria are satisfied.
18. Courses offered as **Distance Education** must be taught by instructors who have a written agreement with the community college that is granting the credit and transmitted to students at remote sites via audio and/or video telecommunications technology (i.e., web based-internet, satellite, and/or Iowa Communications Network-ICN).
 - a. Enrollments can be eligible for the general state aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit hour enrollment reporting procedures and the Instructional Program/Course Criteria.
 - b. Offerings by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.
 - c. Report credit hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education. (Regents Institutions, community colleges, private colleges, universities, and subscribed services).
19. Home Schooled Students must be reported on the MIS (Fall Term/Credit Student Information File and Credit Student Information File-High School Identification Code Set) by utilizing the local school district code and school code or ACT code.

C. Specific Program/Student Reporting Procedures

1. Advanced Standing Career/Vocational Education Programs Code Set Type 12

Advanced Standing Programs are those programs that require completion of another program before a student is eligible to enter. These programs are to be identified by an Identification Code Set Type-Program, Course, Service, and/or Activity of 12 rather than by a CIP number.

2. Apprenticeship CIP Occupational Specific Code Set 03 02 04 03

Apprenticeship credit courses/programs that are not funded by Iowa Department of Economic Development Programs (260E/260F/260G) must utilize the code set of 03 02 04 03. (See Economic Development for reporting apprenticeship programs funded through 260E/260F/260G). All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Bureau of Apprenticeship and Training. The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

3. Career Academies CIP Occupational Specific Code Set 02 22 21 03 (Non-Iowa Values Fund)

Career Academies are credit programs designed for students who are still enrolled in a secondary district and are taking postsecondary courses for occupational preparation. The student may also be receiving secondary credit. These are not Postsecondary Option Enrollment (PSOE) students. The career academies may also be meeting the guidelines for Perkins Tech Prep Programs.

4. Contract/Customized Business/ Industry Training CIP Occupational Specific Code Set 04 03 47 03

Course/program enrollments, other than 260E/F/G economic development training, provided by the college for business/industry are eligible for the state general aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files. NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services."

5. Corrections

Juvenile	CIP Occupational Specific	Code Set 02 02 30 03
Adult	CIP Occupational Specific	Code Set 04 02 30 03

Credit courses/programs/activities developed to enhance life skills, and academic and/or employability success for individuals who are criminal offenders, juvenile, and adult offenders, and who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility should be included in the credit hour reporting. All credit hours generated by corrections individuals are to be reported in these codes sets.

6. Developmental Education - (Math, Science, English, Communications, Other)

CIP 24.010100	Code Set 03 08 31 03
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Enrollments in developmental education must be identified in an Arts and Science Program on the MIS Credit Student Course File (Field Letter S-Developmental Course and by the Field Description of the Identification Code Set, Special Emphasis 31-Developmental Education). Colleges must provide the course name and course number of all developmental education courses, to be identified by the college as one of the five-identifiers/subject areas to the Department of Education.

C. Specific Program/Student Reporting Procedures, Continued**7. Economic Development****See the Economic Development Identification Table Below**

Credit courses/programs delivered by community colleges through economic development initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education - ACE (260G), Grow Iowa Values Fund, and Apprenticeship Programs. All community college economic development programs must be included in year-end reporting. On-the-job training experiences in these programs are considered employment and shall not be included in any of the MIS reporting files. Additional specific reporting requirements for economic development projects/programs are included in the Economic Development section and Management Information System (MIS) Reporting section of this manual.

Iowa Industrial New Jobs Training Programs (260E)

Assists businesses that are creating new positions or new jobs in the State of Iowa. The community college district in which the new or expanding business is located issues training certificates (bonds) to pay for the training costs. 260E courses are not eligible for state general aid, but must be included in the MIS year-end credit reporting files.

Iowa Jobs Training Programs (260F)

Fosters growth and competitiveness of Iowa's business and industry by building workforce skills and expertise. Customized training programs are developed for new or current employees.

Accelerated Career Education - ACE (260G)

Supports the development or expansion of educational programs that address critical workforce skills.

Apprenticeship Programs-Funded by IDED

Apprenticeship credit programs funded through programs identified, as 260E/260F/260G must utilize the code sets issued below. All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered with the Bureau of Apprenticeship and Training. The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

Economic Development Program Identification Table	Classification of Instructional Program (CIP) Number	Identification Code Set (Code Set)
Iowa Industrial New Jobs Training Program		
260E (Non-Eligible)	Occupational/Subject	03 42 41 22
260E – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	03 42 43 03
260F (Non-Eligible)	Occupational/Subject	03 42 43 22
260F – Apprenticeship (Eligible)	Occupational/Subject	03 42 44 03
260F – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 44 22
Accelerated Career Education Program - ACE		
260G (Eligible)	Occupational/Subject	03 42 45 03
260G (Non-Eligible)	Occupational/Subject	03 42 45 22
260G – Apprenticeship (Eligible)	Occupational/Subject	03 42 46 03
260G – Apprenticeship (Non-Eligible)	Occupational/Subject	03 42 46 22

C. Specific Program/Student Reporting Procedures, Continued**Grow Iowa Values Fund - Workforce Training and Economic Development Funds**

A workforce training and economic development fund is created for each community college. For more information and clarification of eligible use of funds refer to 260C.18A. Projects in the areas of information technology and insurance, and life sciences, which include, but not limited to, the areas of biotechnology, health care technology, and nursing care technology:

- a. Accelerated Career Education - (ACE) Chapter 260G
- b. Jobs Training Act-Chapter 260F
- c. Career Academies - Iowa Code 281-47.1 (260C)
- d. Vocational and Technical Training (260C.1, Subsections 2 and 3)
- e. Job Retention Projects (Iowa Code 260F.9)

Enrollments are to be included in the Credit Enrollment Files (Credit Student Information File, Credit Student Course File, and Credit Student Award Files). A separate Grow Iowa Values Fund-Workforce and Economic Development Funds Information File is to be sent to DE for year-end reporting. Additional specific reporting requirements for economic development projects/programs are included in the Economic Development section and Management Information System (MIS) Reporting section of this manual.

Grow Iowa Values Fund Identification Table	Classification of Instructional Program (CIP) Number	Identification Code Set (Code Set)
Accelerated Career Education - (ACE) Chapter 260G	Occupational/Subject	03 42 49 03
Jobs Training Act-Chapter 260F	Occupational/Subject	03 42 50 03
Career Academies - Iowa Code 281-47.1 (260C)	Occupational/Subject	03 42 51 03
Vocational and Technical Training (260C.1, Subsections 2 and 3)	Occupational/Subject	03 42 52 03
Job Retention Projects (Iowa Code 260F.9)	Occupational/Subject	03 42 53 03

8. One Source Training

CIP Occupational/Subject Code Set 03 03 48 03
CIP Occup./Subject (Non-Eligible) Code Set 03 03 48 22

One Source Training is the partnership of Iowa's 15 community colleges to deliver training on a statewide basis. Enrollments are to be included in the Credit Enrollment Files (Credit Student Information File, Credit Student Course File, and Credit Student Award Files). Additional specific reporting requirements are included in the Management Information System (MIS) Reporting section of this manual. Note: If a student is enrolled in a course due to more than one funding source (ex. One Source and House File), the college does not need to split the credits between the two funding codes. The student needs to be reported in the course under the funding stream for which the course was offered, when submitting MIS data. However, the student must be identified individually on files H and I pages G-16 and G-17.

9. Postsecondary Enrollment Options (PSEO)**Included with Postsecondary Enrollments**

Students enrolled and receiving secondary credit in a secondary educational institution as well as enrolled for college credit are included in the Credit Student Enrollment Files (Credit Student Information File, Credit Student Course File, and the Credit Student Awards File). Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. Enrollments must be reported along with the postsecondary enrollments in the same courses/programs.

10. Recertification/Relicensure**Less than Baccalaureate
Baccalaureate Plus****CIP Occupational/Subject
CIP Occupational/Subject****Code Set 04 46 11 03
Code Set 04 47 11 03**

A. Less Than Baccalaureate Occupations

Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application).

B. Baccalaureate and Above Occupations

Designed for individuals employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which does not lead to an additional degree (e.g. Education, Health Care Providers, Lawyers, Insurance, etc.).

Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

Renewal – Education Certificates

Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator, and area education agency administrator license. (282 Iowa Administrative Code 17.5,6, and 7).

Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which does not lead to a degree but which:

- a. Adds greater depth/breadth to present endorsements held, or
- b. Leads to completion of requirements for an endorsement not currently held.

Credit hours generated from course offerings in renewal licensure are eligible for inclusion in the general state aid provided the Credit Instructional Program/Course Criteria are met and the following criteria:

- a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
- b. Course offerings that do not lead to graduate credit (masters and doctorate level courses).

[Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

11. Tech Prep Programs

Combines at least two years of secondary and two years of postsecondary education in a non-duplicative, sequence of course of study in an occupational area. It strengthens the academic as well as the technical components of the program. Students must be tracked for placement and/or future education at both levels of instruction. Enrollments must be identified in the Credit Enrollment Files (Credit Student Information File, Credit Student Course File, and Credit Student Award Files).

D. Tuition Rates

Authorization to determine tuition rates for instruction:

1. Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the State Board of Regents for a full-time resident student.
2. Tuition for non-residents of Iowa shall not be less than the marginal cost of instruction of a student attending the college.
3. However, except for students enrolled under Iowa Code 261C, if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, the amount of tuition shall be determined by the board of directors of the community college with the consent of the local school board, and the pupil shall not be included in the full-time equivalent enrollment of the community college for the purpose of computing general aid to the area community college.
4. A lower tuition for non-residents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the state board approves the agreement. [Statement is referenced in Iowa Code, Subsection 260C.14(2), "Authority of Area Directors."]
5. Colleges may charge resident tuition rates to residents of one of Iowa's 8 sister states. As authorized in the Code of Iowa 260C.14(14). Each college (merged area) board may have its own policy on whether to give the preferential resident rates to such students.
6. Iowa Department of Education correspondence dated November 16, 2000 Summary of Community College Tuition Issues Provided to the Community College Presidents – November 2, 2000 President's Meeting states "The policy on student residency status for the purpose of establishing tuition and fee charges within Iowa merged area schools were developed in compliance with administrative rules 281-21.2. This uniform policy states "a person classified as a resident shall provide resident tuition costs." Thus, a community college may charge a resident tuition rate and a non-resident tuition rate; a differential for international students within the non-resident tuition rate is not permitted. A community college may not charge a non-immigrant alien a different tuition rate from that of other non-resident students. Non-immigrant aliens are generally those who are in the United States temporarily and intend at some time (doesn't have to be immediate or even near future) to return to their homeland. Immigrant aliens may establish residency the same as United States Citizens."
7. Residency requirements for the determination of residency and non-residency tuition rates must be in compliance with the Iowa Community Colleges' Uniform Policy on Student Residency Status (state board approved June 7, 2001).

2005 Reporting Manual

Section

C. Non-Credit Student Enrollment Reporting

Non-Credit Student Enrollment Reporting

Table of Contents

Section	Page Number
Table of Contents	C-2
Executive Summary	C-3
Non-Credit Course/Program/Activity CIP Numbers and Code Sets - Summary	C-4
Contact Hour Reporting Requirements/Procedures	C-7
I. General Non-Credit Instructions	C-7
A. Non-Credit Instructional Course Criteria	C-7
B. Non-Credit Reporting Procedures.....	C-8
C. Determining Eligible vs. Non-Eligible	C-9
D. Classification of Instructional Program (CIP) Numbers, Code Sets, and Subject Content.....	C-10
II. Non-Credit Categories	C-11
A. Adult Basic Education (ABE)	C-11
B. Secondary Education (Including Adult High School Diploma).....	C-12
C. State or Federal Mandated/State Recognized/Court Ordered/Referred	C-12
D. Enhance Employability/Academic Success.....	C-16
E. Community and Public Policy	C-19
F. Family/Individual Development and Health	C-20
G. Adult Learning (Non-Eligible)	C-20
H. Leisure/Recreational (Non-Eligible).....	C-20
I. Local Community College - Use Only (Non-Eligible)	C-21
Non-Credit Course Master	C-22

Executive Summary

The Adult Education Deans and Directors, along with the Department of Education, reviewed changes to the Non-Credit reporting requirements reflected in this manual. This group annually reviews the manual and forwards proposed changes to the Presidents. The Presidents will then forward their recommendations to the Department of Education for approval. The college's Independent Auditor is notified of all changes to the reporting manual.

The following points serve as the basis for determining the reporting criteria:

1. For a course to be eligible it must meet the following:
 - a. Be organized by subject matter in which instruction is offered.
 - b. Be a minimum of one (1) contact hour in length.
 - c. Have a syllabus, course outline, course objectives, or detailed course description on file with the appropriate office in the college.
 - d. Have on file a written agreement identifying the instructor of record.

Courses not meeting one of the above criteria are not eligible for state general aid.
2. The following course/activity/program categories are not eligible for state general aid:
 - a. Courses that lead to a high school diploma awarded by a secondary district
 - b. Alternative High School
 - c. Drivers Education (agreements with the secondary district to report enrollments)
 - d. Corrections
 - e. Adult Learning (gaining knowledge/skills to enhance function in society)
 - f. Leisure/Recreational (wellness, self enjoyment, hobby, etc.)
 - g. Nursing Home
 - h. Non-Occupational Food and Nutrition Classes (homemaker)
 - i. On-The-Job Training Hours (non-supervised work experience)
 - j. 260E Activities
 - k. Community Service (Do not report to DE)
 - l. Conferences/Special Events/Meetings (Do not report to DE)
 - m. Staff Development/In-Service (Do not report to DE)
 - n. Tests (GED, CLEP, ACT, Nurse Aide, Etc.) (Do not report to DE)
3. Courses intended for students under 16 years of age will not be eligible for state general aid, unless state mandated/state recognized/state approved or court ordered/referred.
4. ABE, ELL/ESL, GED preparation, and Community Rehabilitation Programs (Sheltered Workshops) will be reported up to a maximum of 60 eligible contact hours per person per quarter, not to exceed 240 eligible contact hours per year per student.
5. High School Diploma course enrollment will be reported at 60 contact hours, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 hours.
6. Alternative High School hours will be reported up to a maximum of 60 contact hours per course with a maximum of 5 courses per semester-300 hours.

Non-Credit Course/Program/Activity CIP Numbers and Code Sets - Summary

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE MANAGEMENT INFORMATION SYSTEM

Educational Functions/Programs By State Title	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational/Academic and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
ADULT/CONTINUING EDUCATION (NON-CREDIT)		
Adult Basic Education		
Basic Skills (ABE)	32.010100	04 40 11 04
Corrections – Juvenile	32.010100	02 40 30 22
Corrections – Adult	32.010100	04 40 30 22
English Limited Language (ELL/ESL)	32.010900	04 40 11 04
English Limited Language (ELL/ESL)-Citizenship	32.010910	04 40 11 04
General Educational Development (GED)	53.020100	04 40 11 04
Corrections – Juvenile	53.020100	02 40 30 22
Corrections – Adult	53.020100	04 40 30 22
Community Rehabilitation Program	32.011100	04 40 11 04
Secondary Education (Including Adult High School Diploma)		
Adult High School Diploma	53.010500	04 41 11 04
Secondary High School Diploma Course (Non-Eligible)	53.010500	02 41 11 22
Alternative High School (Non-Eligible)	53.010600	02 41 11 22
St./Fed. Mandated, Recognized, Court Ordered/Referred		
State/Federal Mandated		
Child/Dependent Adult Abuse Mandatory Reporting	61.200000	04 43 11 04
Environmental Auditor	61.100000	04 43 11 04
Iowa Course for Drinking Drivers (DUI)	61.090000	04 43 11 04
Parenting Skills/Human Growth & Development	61.160000	04 43 11 04
Reserved Peace Officer Training	61.170000	04 43 11 04
State Recognized		
Driver Safety	61.080000	04 44 11 04
Coaching Authorization	61.040000	04 44 11 04
Drivers Education		
Secondary Districts Not Reporting	61.070000	04 44 11 04
Secondary Districts Reporting (Non-Eligible)	61.070000	04 44 11 22
Hazardous Material	61.110000	04 44 11 04
Hunter Safety & Ethics	61.120000	04 44 11 04
Iowa Course for Driver Improvement (DIP)	61.060000	04 44 11 04
Mine Safety and Health Administration (MSHA)	61.130000	04 44 11 04
Motorcycle Rider	61.140000	04 44 11 04
Motorized Bicycle (Moped)	61.150000	04 44 11 04
School Bus Driver	61.180000	04 44 11 04
All-Terrain Vehicles	61.210000	04 44 11 04
Watercraft/Water Skis	61.220000	04 44 11 04
Court Ordered/Referred	61.050000	04 45 11 04

Educational Functions/Programs By State Title	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational/Academic and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
ADULT/CONTINUING EDUCATION (NON-CREDIT)		
Enhance Employability/Academic Success		
Career/Vocational Training and Upgrading (Note: Use CIP Numbers on the Non-Credit Course Master)	Occup/Subject Specific	04 04 11 04
Apprenticeship Apprenticeship (Not 260E, 260F or 260G Funded) (Note: BAT approved-CIP identified by DE)	Occupational Specific	04 04 04 04
Corrections		
Juvenile - State/County/Homes/Other (Non-Eligible)	Occup/Subject Specific	02 04 30 22
Adult - State/County Jails, Halfway House, Rehab. Center, etc. (Non-Eligible)	Occup/Subject Specific	04 04 30 22
Economic Development		
Iowa Industrial New Jobs Training Program (260E)		
260E (Non-Eligible)	Occup/Subject Specific	04 42 41 22
260E Apprenticeship (Non-Eligible)	Occupational Specific	04 42 42 22
Iowa Job Training Program (260F)		
260F (Eligible)	Occup/Subject Specific	04 42 43 04
260F (Non-Eligible)	Occup/Subject Specific	04 42 43 22
260F Apprenticeship (Eligible)	Occupational Specific	04 42 44 04
260F Apprenticeship (Non-Eligible)	Occupational Specific	04 44 44 22
Accelerated Career Education-ACE (260G)		
260G (Eligible)	Occup/Subject Specific	04 42 45 04
260G (Non-Eligible)	Occup/Subject Specific	04 42 45 22
260G Apprenticeship (Eligible)	Occupational Specific	04 42 46 04
260G Apprenticeship (Non-Eligible)	Occupational Specific	04 42 46 22
Grow Iowa Values Fund		
260G (ACE, Accelerated Career Education)	Occupational/Subject	04 42 49 04
260F (Jobs Training Act)	Occupational/Subject	04 42 50 04
260C.1, Subsections 2 and 3 (Vocational and Technical Training)	Occupational/Subject	04 42 52 04
260F.9 (Job Retention Projects)	Occupational/Subject	04 42 53 04
One Source Training		
Eligible	Occupational Specific	04 04 48 04
Non-Eligible	Occupational Specific	04 04 48 22
Recertification/Relicensure		
Less Than Baccalaureate	Occup/Subject Specific	04 46 11 04
Baccalaureate Plus	Occup/Subject Specific	04 47 11 04

Educational Functions/Programs By State Title	Classification of Instructional Programs (CIP)	Identification Code Sets (Code Set)
	CIP Numbers Occupational/Academic and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
ADULT/CONTINUING EDUCATION (NON-CREDIT)		
Community and Public Policy	44.050100	04 48 11 04
Family/Individual Development and Health	19.010100	04 49 11 04
Adult Learning (Non-Eligible)	Subject Specific	04 51 11 22
Leisure/Recreational (Non-Eligible)	36.010100	04 50 11 22
Local Community College Use Only: (Non-Eligible) Do Not Report to DE		
Community Service	62.300000	04 71 70 22
Conferences/Special Events/Meetings	62.310000	04 72 70 22
Staff Development/In-Service	Subject Specific	04 73 70 22
Tests	Subject Specific	04 74 70 22

Contact Hour Reporting Requirements/Procedures

All contact hour (non-credit) Adult/Continuing Education student enrollments must be reported via the Management Information System (MIS). The Non-Credit file format is included in the Management Information System (MIS) Reporting section of this manual (Non-Credit Student Information File) and the Electronic Course Catalog File. Data files are to be transmitted to the designated person at the Department of Education and must be ASCII fixed length files.

I. General Non-Credit Instructions

A. Non-Credit Instructional Course Criteria

Non-Credit instructional courses must meet all of the criteria listed below:

1. Each course must be organized by subject matter in which instruction is offered.
2. Each course must have a minimum length of one (1) contact hour. One contact hour is equal to 50 minutes of instruction. Following are illustrations of how minutes of instruction are converted to contact hours for reporting purposes:
 - a. 50 minutes = 1 contact hour
 - b. 55 minutes = 1.1 contact hours
 - c. 60 minutes = 1.2 contact hours
 - d. Less than 50 minutes = Not Eligible
3. Each course must have a syllabus, course outline, course objectives or detailed course description on file at the community college.
4. The community college must have a written agreement with the instructor of record, for eligible courses only, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. Students must be registered according to the official registration procedures of the community college.
7. Student enrollment records appropriate for audit must be maintained for each course.
8. Courses intended for students under 16 years of age will not be eligible for state general aid, unless state mandated/state recognized/state approved or court ordered.

B. Non-Credit Reporting Procedures

1. Non-Credit student data is collected on a fiscal year basis. For courses which bridge two fiscal years, use the following procedure to determine in which year the data is to be reported.
 - a. If the course starts on or before the 16th of June, report it in the current fiscal year.
 - b. If the course starts on or after the 17th of June, report it in the next fiscal year.
2. Community colleges must not report more than one (1) contact hour for an individual student for the same period of time.
3. Determination of eligible/non-eligible status for all courses and student enrollments is to be based on the intent and content of the course (see flowchart-decision tree).
4. Contact hours counted for clinical programs and work experience programs, under the direction and supervision of an instructor, must be computed on the basis of the actual number of contact hours a student is enrolled and participates in the program. The maximum number of contact hours counted may not exceed 40 contact hours per week.
5. The following course/activity/program categories are not eligible for state general aid.
 - a. Secondary High School Diplomas Courses and Secondary Alternative High School
 - b. Drivers Education (agreements with the secondary district to report enrollments)
 - c. Corrections
 - d. Adult Learning (gaining knowledge/skills to enhance function in society)
 - e. Leisure/Recreational (wellness, self enjoyment, hobby, etc.)
 - f. Nursing Home
 - g. Non-Occupational Food and Nutrition Classes (homemaker)
 - h. On-The-Job Training Hours (non-supervised work experience)
 - i. 260E Activities
 - j. Community Service (Do not report to DE)
 - k. Conferences/Special Events/Meetings (Do not report to DE)
 - l. Staff Development/In-Service (Do not report to DE)
 - m. Tests (GED, CLEP, ACT, Nurse Aide, Etc.) (Do not report to DE)
6. Independent study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Non-Credit Instructional Course Criteria are satisfied.
7. Open entry/open exit, individualized, and self-paced courses will report the total number of contact hours that students would have received had the course been offered in a traditional manner. Examples include: self-paced programs operated by auto tutorial, online course delivery, and other non-traditional methods.
8. Total registrations less withdrawals through the first two (2) meetings are reported as total enrollment in courses with multiple sessions.
9. Contact hours reported under Adult Basic Education (ABE), English Limited Language (ELL/ESL), English Limited Language (ELL/ESL)-Citizenship, General Educational Development (GED) test preparation, and Community Rehabilitation Programs are considered eligible and reported up to a maximum of 60 contact hours per quarter attended, not to exceed 240 contact hours per student per year.
10. All contact hour (non-credit) student enrollments must be reported via the Management Information System (MIS).

C. Determining Eligible vs. Non-Eligible

All non-credit student enrollments are required to be included in the year-end report, unless otherwise noted by the Department of Education. However, not all courses are eligible for state general aid.

This flowchart-decision tree is to be used to determine eligibility for courses that are not currently identified in this section of the manual. Consult the General Instructions section of this manual and then apply the flowchart-decision tree to the left, considering the intent and content of the course.

If a college requires a CIP number to identify a program/course/activity not listed on the Non-Credit Course Master, consult the Adult Deans & Directors and contact the Department of Education to obtain a CIP Number and Identification Code Set.

If the course curriculum is consistent with learning associated with professional, academic, or employment pursuits, use an eligible code set.

Intent and Content of Courses

Enhance Employability (*) courses are designed for the specific purpose of upgrading the skills of persons employed and retraining persons for new employment.

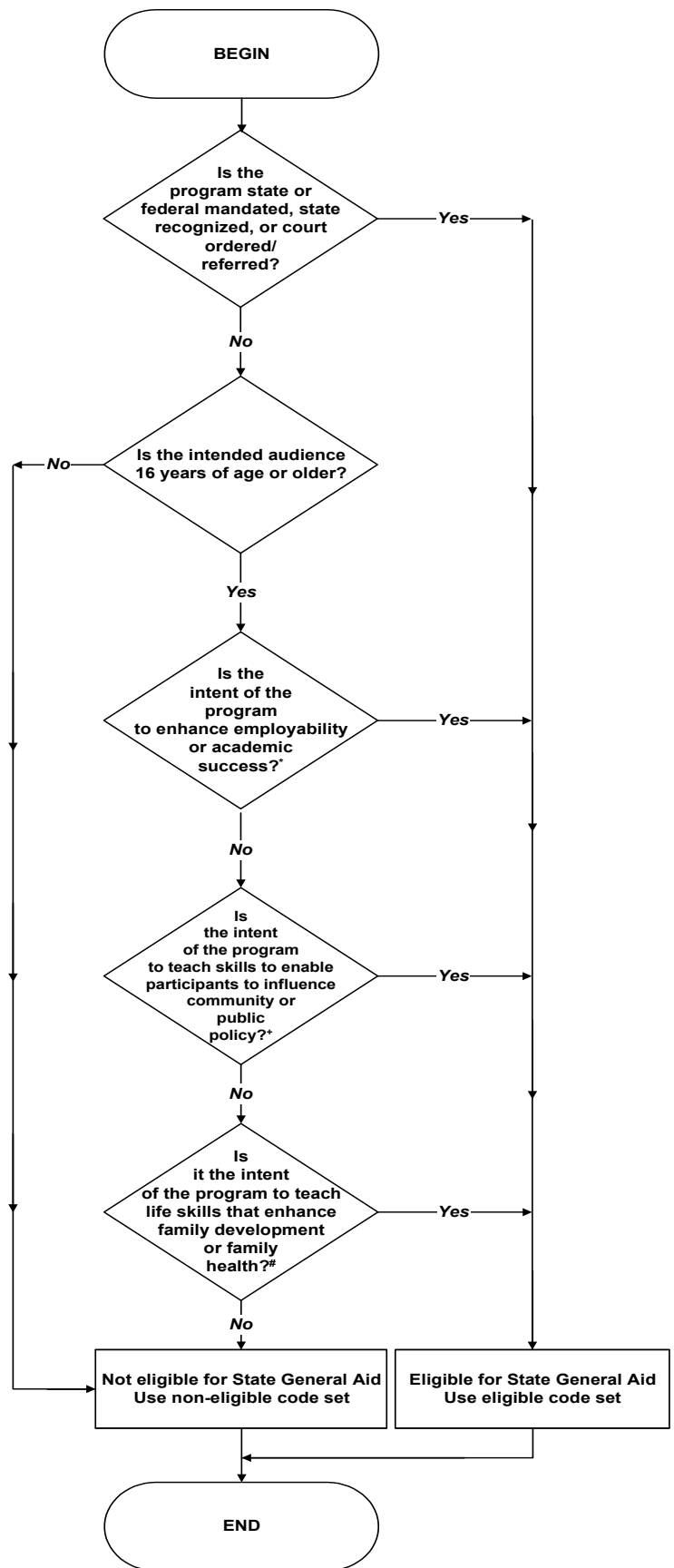
Academic Success (*) is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history) for the purpose of preparing for college or career.

Community or Public Policy (+) focuses on the systematic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and related other topics.

Family/Individual Development and Health (#) is defined as how individuals function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments.

a. Examples of Individual Development include: Interpersonal relationships, parenthood education, child growth and development, and family resource management.

b. Examples of Health include: Childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments.



D. Classification of Instructional Program (CIP) Numbers, Code Sets, and Subject Content

The Classification of Instructional Program (CIP) Manual is a document published by the United State Department of Education and mandated for use by the Iowa Department of Education. Its purpose is to provide a vehicle for accurate and consistent reporting of activities in community colleges. Inclusion in the federal CIP manual does not imply that a course is eligible for state general aid. This document is based on the Classification of Instructional Programs: 2000 Edition (May 2002 copyright) CIP Manual (www.nces.ed.gov/ipeds/web2000/cip2000.asp). See the Non-Credit Course Master, Fiscal Year 2005.

The Iowa Department of Education assigns all CIP numbers based on federal and Iowa reporting requirements. Instructional Code Sets are also state assigned and utilized to classify courses by the following categories: a) Level of Instruction; b) Type of Activity; c) Special Emphasis; and d) Object and Purpose.

NOTE: Contact the Department of Education before using any CIP number that is not listed on the Non-Credit Course Master and/or to determine eligible code sets not previously reported by your college.

II. Non-Credit Categories

A. Adult Basic Education (ABE)

Includes Basic Skills (ABE), English Limited Language (ELL/ESL), English Limited Language (ELL/ESL)-Citizenship, General Educational Development (GED) test preparation, and Community Rehabilitation Programs (Sheltered Workshops). Student enrollments in any of these categories are considered eligible and will be reported up to a maximum of 60 contact hours per quarter attended, not to exceed 240 contact hours per student per year. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June. ABE program administrators must complete the “Annual Performance Report for the Adult Education State Administered Programs.”

Developmental Education Courses

Non-Credit developmental education includes courses/programs/activities in one of the five-identifiers/subject areas (math, science, english, communications, other). Colleges must provide the course name and course number of all developmental education courses to the Department of Education.

Corrections - Adult Basic Education (ABE) courses/programs/activities delivered to enhance life skills, and academic and/or employability success for individuals who are criminal offenders, juvenile and adult offenders, and who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility are not eligible for state general aid. See the Corrections heading in this section of the manual. NOTE: All non-credit hours generated by corrections individuals are to be reported under the following corrections codes sets:

1. Basic Skills (ABE)	CIP 32.010100	Code Set 04 40 11 04
Corrections – Juvenile	CIP 32.010100	02 40 30 22
Corrections - Adult	CIP 32.010100	04 40 30 22

Adult Basic Education: A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in a family.

2. English Limited Language (ELL/ESL)	CIP 32.010900	Code Set 04 40 11 04
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English literacy programs of instruction designed to help adults who are limited English proficient achieve competence in the English language.

3. English Limited Language (ELL/ESL)- Citizenship	CIP 32.010910	Code Set 04 40 11 04
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A program of instruction designed to help adults who are limited English proficient achieve competence in English with focus on language skills necessary to obtain citizenship.

4. General Educational Development (GED)	CIP 53.020100	Code Set 04 40 11 04
Corrections – Juvenile	CIP 53.020100	02 40 30 22
Corrections – Adult	CIP 53.020100	04 40 30 22

A program of instruction designed to assist adults prepare for the GED Test Battery.

A. Adult Basic Education (ABE), Continued**5. Community Rehabilitation Programs CIP 32.011100 Code Set 04 40 11 04**

These courses and programs serve individuals in Community Rehabilitation Programs (Sheltered Workshop) with individualized education plans demonstrating identified educational goals and objectives.

B. Secondary Education (Including Adult High School Diploma)**1. Adult High School Diploma Course (Eligible) CIP 53.010500 Code Set 04 41 11 04**

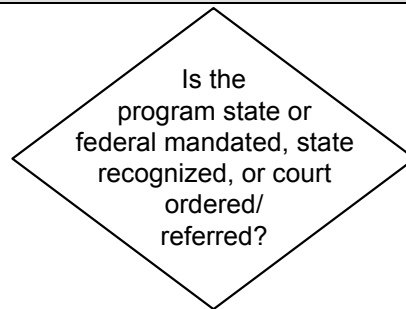
This category refers to programs designed for persons enrolled in a course or program, which culminates in a community college adult high school diploma. The established length is 60 contact hours per course, which is recorded at the time of enrollment, with a maximum of 5 courses per semester-300 contact hours. However, the adult high school diploma cannot be granted until the candidate has reached his or her 18th birthday.

2. High School Diploma Course (Non-Eligible) CIP 53.010500 Code Set 02 41 11 22

This category refers to programs/courses, which meet the requirements of a secondary school high school diploma which is awarded by a secondary Institution. The established length is 60 contact hours per course, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 contact hours.

3. Alternative High School CIP 53.010600 Code Set 02 41 11 22

A formalized agreement/contractual arrangement between a community college and secondary school district(s) under Iowa Code, Subsection 256.9(43). Student enrollments are not eligible for state general aid but must be reported on the MIS. NOTE: Should be reported up to a maximum of 60 hours per course, with a maximum of 5 courses per semester-300 contact hours.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred

This category includes courses and programs that are State or Federal Mandated/State Recognized/Court Ordered or are an organized educational instruction designed to meet legislated or licensing requirements as defined in the Code of Iowa.

1. State or Federal Mandated

Child/Dependent Adult Abuse Mandatory Reporting CIP 61.200000 Code Set 04 43 11 04

Iowa Code section 135.11 states that a person who works in a position classification that under law makes the person a mandatory reporter of child or dependent adult abuse must receive instruction approved by the Department of Human Services.

Environmental Auditor Program CIP 61.100000 Code Set 04 43 11 04

Iowa Code chapter 455K, specifically, § 455K.10 mandates that the program is “made available to small and large business owners and operators, consulting engineers, regulatory personnel, and citizens through the community college system.”

Iowa Course for Drinking Driving (DUI) CIP 61.090000 Code Set 04 43 11 04

Iowa Code § 321J.22 states that this course “shall be offered on a regular basis at each community college” unless a properly licensed substance abuse treatment program within the college’s merged area offers the course. Designed for persons who have been convicted of driving while under the influence of drugs and/or alcohol. Quarterly reporting of DUI enrollment and submission of administrative fees is required.

**Parenting Skills/
Human Growth and Development CIP 61.160000 Code Set 04 43 11 04**

Iowa Code § 279.50 requires each community college “which offers general adult education classes or courses” to “periodically offer an instructional program in parenting skills and in human growth and development for parents, guardians, prospective biological and adoptive parents, and foster parents.” NOTE: Licensed Child Care Provider will be reported as CIP Number 19.07090000 and Code Set 04 04 11 04.

Reserve Peace Officer Training CIP 61.170000 Code Set 04 43 11 04

Iowa Code § 80D.4 states: [Training for individuals appointed as reserve peace officers shall be provided by that law enforcement agency, but may be obtained in a community college or other facility selected by the individual and approved by the law enforcement agency.]

2. State Recognized

Driver Safety CIP 61.080000 Code Set 04 44 11 04

AARP Driver Safety Program (55 Alive)

American Association of Retired Persons (AARP) 55 Alive course designed to refine existing driving skills and improve defensive driving techniques for the mature driver.

Recreational Vehicle Safety (RV Safety)

Course is designed for one or two drivers in the same RV unit. With the training received in this course the driver will need more experience to become more proficient in all areas of RV driving, however, this course will prepare the trainees to better understand the hazards and to learn from the experiences of others.

2. State Recognized, Continued**Coaching Authorization CIP 61.040000 Code Set 04 44 11 04**

Iowa Code § 272.31 states that a person applying for a coaching authorization shall complete Board of Educational Examiners approved courses of instruction. Many of these courses can be accessed through a community college and include those relating to knowledge and understanding of the structure and function of the human body in relation to physical activity, human growth, and development of children and youth in relation to physical activity, prevention, and care of athletic injuries and medical and safety problems relating to physical activity, and techniques and theory of coaching interscholastic athletics.

Drivers Education**Secondary Districts Not Reporting CIP 61.070000 Code Set 04 44 11 04****Secondary Districts Reporting (Non-Eligible) CIP 61.070000 Code Set 04 44 11 22**

Iowa Code § 321.178 states that the approved course. “An approved driver education course as programmed by the department shall consist of at least thirty clock hours of classroom instruction, of which no more than one hundred eighty minutes shall be provided to a student in a single day, and six or more clock hours of laboratory instruction of which at least three clock hours shall consist of street or highway driving.” Courses delivered through a formal agreement with a community school district are reported with a non-eligible code set (04 44 11 22). If the course is offered independently from the secondary school, the course is eligible for reimbursement as a State Recognized offering and should be reported under an eligible code set (04 44 11 04).

Hazardous Material Education (Removal, etc.) CIP 61.110000 Code Set 04 44 11 04

Department of Natural Resources (DNR) is to provide for such education and may cooperate with the community college for course delivery. (e.g., Iowa Code section 455B. 484)

Hunter Safety and Ethics Education Program CIP 61.120000 Code Set 04 44 11 04

Both statute (Iowa Code § 483A.27) and rule (571—IAC 15.1) address this program. The Natural Resource Commission is required to approve the program, which may be provided pursuant to § 483A.27(6): “A public or private school or organization approved by the department [DNR] may co-operate with the department [DNR] in providing a course in hunter safety and ethics education as provided in this section.”

Iowa Course for Driver Improvement (DIP) CIP 61.060000 Code Set 04 44 11 04

Department of Transportation (DOT) course of instruction must cover defensive driving techniques and the modification of driving behavior and attitudes. Designed for persons who have committed a serious violation of the motor vehicle laws of Iowa.

2. State Recognized, Continued**Mine Safety and Health Administration (MSHA) CIP 61.130000 Code Set 04 44 11 04**

The United States Department of Labor, Mine Safety, and Health Administration (MSHA) State Grants Program distributes federal grants to 44 States and the Navajo Nation. Courses include New Miner, Refresher, HAZ COM, and DE approved occupational specific training.

Motorcycle Rider Education CIP 61.140000 Code Set 04 44 11 04

This course is to be either approved and/or established by “the department of transportation” or “a private or commercial driver education school licensed by the Department of Transportation,” Iowa Code § 321.180B. The DOT 761-IAC635.2-agency rule states that “any entity” may seek approval of the DOT to teach the course.

Motorized Bicycle (Moped) CIP 61.150000 Code Set 04 44 11 04

Iowa Code § 321.189(7) states “A person under the age of sixteen applying for a driver’s license valid only for operation of a motorized bicycle shall also be required to successfully complete a motorized bicycle education course approved and established by the department or successfully complete an approved motorized bicycle education course at a private or commercial driver education school licensed by the department.”

School Bus Driver CIP 61.180000 Code Set 04 44 11 04

Iowa Code § 321.376 states that a person applying for employment or employed, as a school bus driver shall successfully complete a Department of Education approved course of instruction. NOTE: Includes the yearly 3-hour in-service course.

Snowmobile Safety CIP 61.190000 Code Set 04 44 11 04

Various sections in chapter 321G of the Iowa Code states that persons desiring to operate a snowmobile must receive instruction, approved by DNR, in snowmobile operation, safety, and state driving laws as they apply to snowmobiling.

All-Terrain Vehicle CIP 61.210000 Code Set 04 44 11 04

Iowa Code § 321G.23 states that persons desiring to operate an all-terrain vehicle are required to successfully complete a DNR certified course of instruction in the lawful and safe use, operation, and equipping.

Watercraft/Jet Ski CIP 61.220000 Code Set 04 44 11 04

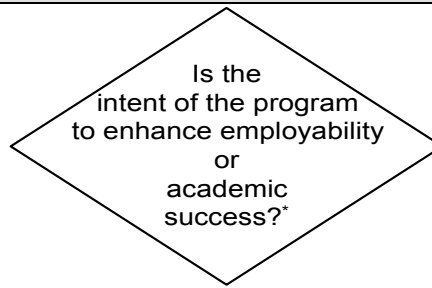
Iowa Code § 462A.12 states that persons who are twelve years of age and older, but less than eighteen years of age, who wish to operate a personal watercraft shall successfully complete a DNR approved watercraft safety course.

3. Court Ordered/Referred	CIP 61.050000	Code Set 04 45 11 04
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These programs/courses are ordered by the court for individuals to complete, and may be offered by the community college. Examples:

- Anger Management
- Batterers Education
- Children in the Middle
- Defensive Driving Course (DDC)
- Misdemeanors
- Shoplifting
- Sand Castles
- SAVE (Stop Abuse of the Vulnerable Elderly)
- POULA (Public Offenders Under Legal Age)
- CASA (Court Appointed Special Advocate)

D. Enhance Employability/Academic Success
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Enhance Employability (*) intent and content of courses are designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.

Academic Success (*) is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history) For the purpose of preparing for college or career.

1. Career/Vocational Training And Upgrading	CIP Occup/Subject Specific	Code Set 04 04 11 04
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Individual non-credit courses and short term programs designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, and retraining persons for new employment. Courses/programs that are/were classified as non-credit short-term preparatory are also reported in this category, examples: truck driver, homemaker home health aide, etc. NOTE: Economic Development (260E, 260F, 260G), One Source, and Grow Iowa Values Fund see page C-17 - C-18.

Use only state approved occupational specific CIP numbers listed in the Non-Credit Course Master for Year-End Reporting on the MIS and CE-4b. NOTE: If training is request for occupations, other than those listed on the state approved list, contact the Department for approval.

D. Enhance Employability/Academic Success, Continued

2. Apprenticeship (Not 260E/260F/260G Funded)	CIP Occupational Specific	Code Set 04 04 04 04
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Apprenticeship programs that are not funded by Iowa Department of Economic Development Programs (260E/260F/260G) must utilize the code set of 04 04 04 04. (See Economic Development for reporting apprenticeship programs funded through 260E/260F/260G) All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Report. Students must be registered with the Bureau of Apprenticeship and Training. The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

3. Corrections (State/County, Private, Etc.)

Juvenile	CIP Occupational/Subject Specific	02 04 30 22
Adult	CIP Occupational/Subject Specific	04 04 30 22

Programs to enhance life skills, and academic and/or employability success for individuals who are criminal offenders, juvenile and adult offenders, and who are residents of a county, state, private, etc. confinement, rehabilitation, and/or correctional facility. Non-Credit correctional activities are not eligible for state general aid. NOTE: Correctional activities relating to Adult Basic Education are reported in the ABE section (Basic Skills or GED).

4. Economic Development	CIP Occupational/Subject Specific Code Set See Next Page
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Courses delivered by community colleges through economic development (Iowa Department of Economic Development-IDED) initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education - ACE (260G), and Apprenticeship Programs. All community college delivered economic development programs must be included in year-end reporting. NOTE: 260 E, F, & G funded classes take priority so if a class is also offered for recertification and is using 260 dollars, it is coded with the proper 260 code set.

Iowa Industrial New Jobs Training Programs (260E)

Assists businesses that are creating new positions or new jobs in the State of Iowa. The community college district in which the new or expanding business is located issues training certificates (bonds) to pay for the training costs.

Iowa Jobs Training Programs (260F)

Fosters growth and competitiveness of Iowa's business and industry by building workforce skills and expertise. Customized training programs are developed for new or current employees.

Accelerated Career Education - ACE (260G)

Supports the development or expansion of educational programs that address critical workforce skills and expertise for Targeted Industries.

NOTE: Iowa Code Chapter 260G.4(1) b states: "A credit equivalent career, vocational, or technical educational program consisting of not less than five hundred forty contact hours of classroom and laboratory instruction and resulting in the conferring of a certificate or other recognized, competency-based credential, which increases program capacity to enroll added participants."

4. Economic Development, Continued**Apprenticeship Programs-Funded by IDED**

Apprenticeship programs funded through programs identified, as 260E/260F/260G must utilize the code sets noted in the Economic Development Program Table below. All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered with the Bureau of Apprenticeship and Training. The Department of Education, with direction from BAT, will inform each community college of their approved apprenticeship programs.

Economic Development Program Table	Classification of Instructional Program (CIP) Number	Identification Code Set (Code Set)
Iowa Industrial New Jobs Training Program		
260E (Non-Eligible)	Occupational/Subject	04 42 41 22
260E – Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 42 22
Iowa Job Training Program		
260F (Eligible)	Occupational/Subject	04 42 43 04
260F (Non-Eligible)	Occupational/Subject	04 42 43 22
260F – Apprenticeship (Eligible)	Occupational/Subject	04 42 44 04
260F – Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 44 22
Accelerated Career Education Program - ACE		
260G (Eligible)	Occupational/Subject	04 42 45 04
260G (Non-Eligible)	Occupational/Subject	04 42 45 22
260G – Apprenticeship (Eligible)	Occupational/Subject	04 42 46 04
260G – Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 46 22

Grow Iowa Values Fund - Workforce Training and Economic Development Funds

A workforce training and economic development fund is created for each community college. For more information and clarification of eligible use of funds refer to 260C.18A. Projects in the areas of information technology and insurance, and life sciences, which include, but not limited to, the areas of biotechnology, health care technology, and nursing, care technology:

- Accelerated Career Education - (ACE) Chapter 260G
- Jobs Training Act-Chapter 260F
- Vocational and Technical Training (260C.1, Subsections 2 and 3)
- Job Retention Projects (Iowa Code 260F.9)

Enrollments are to be included in the Non-Credit Student Information File. A separate Grow Iowa Values Fund-Workforce and Economic Development Funds Information File is to be sent to DE for year-end reporting. Additional specific reporting requirements for economic development projects/programs are included in the Economic Development section and Management Information System (MIS) Reporting Section of this manual.

Grow Iowa Values Fund Identification Table	Classification of Instructional Program (CIP) Number	Identification Code Set (Code Set)
Accelerated Career Education - (ACE) Chapter 260G	Occupational/Subject	04 42 49 04
Jobs Training Act-Chapter 260F	Occupational/Subject	04 42 50 04
Vocational and Technical Training (260C.1, Subsections 2 and 3)	Occupational/Subject	04 42 52 04
Job Retention Projects (Iowa Code 260F.9)	Occupational/Subject	04 42 53 04

D. Enhance Employability/Academic Success, Continued

5. One Source Training	CIP Occupational/Subject	Code Set 04 04 48 04
	CIP Occup./Subject (Non-Eligible)	Code Set 04 04 48 22

One Source Training is the partnership of Iowa's 15 community colleges to deliver training on a statewide basis. Enrollments are to be included in the Non-Credit Student Information File. Additional specific reporting requirements are included in the Management Information System (MIS) Reporting section of this manual. Note: If a student is enrolled in a course due to more than one funding source (ex. One Source and House File), the college does not need to split the credits between the two funding codes. The student needs to be reported in the course under the funding stream for which the course was offered, when submitting MIS data. However, the student must be identified individually on files H and I pages G-16 and G-17.

6. Recertification/Relicensure		
Less than Baccalaureate	CIP Occupational/Subject	Code Set 04 46 11 04
Baccalaureate and Above	CIP Occupational/Subject	Code Set 04 47 11 04

A. Less Than Baccalaureate Occupations

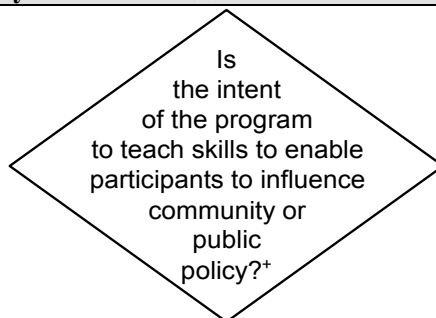
Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application).

B. Baccalaureate and Above Occupations

Designed for individuals employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which doesn't lead to an additional degree (e.g. Education, Health Care Providers, Lawyers, Insurance, etc.).

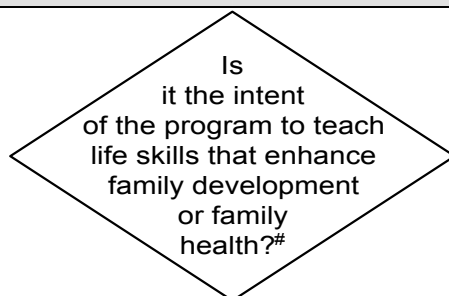
Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

E. Community and Public Policy	CIP 44.050100	Code Set 04 48 11 04
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Community or Public Policy (+) program that focuses on the systematic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and other topics as described under CIP 44.05010000.

F. Family/Individual Development and Health	CIP 19.01010000	Code Set 04 49 11 04
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Family/Individual Development and Health (Eligible) is defined as how individuals function in family, work and community settings and how they relate to their physical, social, emotional, and intellectual environments. NOTE: Food and Nutrition courses/classes are eligible only if they are a part of an occupational offering. The Federal Government has declared that Homemaking is not an occupation.

- a. Examples of Development include: interpersonal relationships, parenthood education, child growth and development, and family resource management
- b. Examples of Health include: childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments. NOTE: CPR and First Aid training will be reported in Career/Vocational Training and Upgrading.

Family/Individual Development and Health (Non-Eligible) activities that are not eligible must be reported as 19.000000 and 04 51 11 22.

G. Adult Learning (Non-Eligible)	CIP Subject Specific	Code Set 04 51 11 22
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These courses offered for gaining knowledge and/or understanding valuable skills used throughout life to enhance functioning in society and are not employability related.

H. Leisure/Recreational (Non-Eligible)	CIP 36.010100	Code Set 04 50 11 22
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Courses offered as leisure/recreational, casual culture, wellness, or self-enjoyment. It should be noted that just because a class is not on the list, **does not** imply eligibility. Use the flowchart-decision tree and review the general instructions/reporting procedures to make that determination.

Leisure/Recreational Non-Eligible Categories/Examples

Recreation	Wellness	Self-Enjoyment	Hobby	Tours
Volleyball	Tai Chi	Food Preparation	Quilting	
Dance	Raeki	Landscaping	Rug Hooking	
Shopping	Swimming	Home Decorating	Master Gardener	
Horseback Riding	Therapeutic Touch	Aircraft (Private)	Home Repair	
Bowling	Yoga	Pet Care/Training	Crafts	
			Clothing	

I. Local Community College - Use Only (Non-Eligible)		Do Not Report to the Department of Education
1. Community Service	CIP 62.300000	Code Set 04 71 70 22
This category may be used as a vehicle to track activities the college is involved in that do not meet the criteria for a course and are <u>not</u> eligible for state general aid.		
2. Conferences/Special Events/Meetings	CIP 62.310000	Code Set 04 72 70 22
Contact hours generated from conferences/special events/meetings that do not meet the course criteria and are <u>not</u> eligible for state general aid.		
3. Staff Development/In-Service	CIP Subject Specific	Code Set 04 73 70 22
Contact hours for staff development/in-service training sessions for community college employees and are <u>not</u> eligible for state general aid.		
4. Tests	CIP Subject Specific	Code Set 04 74 70 22
Contact hours for the time students spend taking tests that are not a part of a course or program and <u>not</u> eligible for state general aid. Examples include GED tests, independent testing for licensure boards, independent screening, testing for business and industry, governmental agencies, and other independent standardized testing programs.		

Non-Credit Course Master

(Non-Credit Reporting Only)

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE MANAGEMENT INFORMATION SYSTEM (MIS)

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
01	AGRICULTURE	
01.010100	Agricultural Business	
01.020100	Agricultural Mechanization	
01.030200	Animal Production	
01.030400	Crop Production	
01.040100	Agricultural and Food Products Processing	
01.060100	Horticulture	
01.060500	Landscaping and Groundskeeping	
03	NATURAL RESOURCES AND CONSERVATION	
03.010100	Natural Resources/Conservation	
09	COMMUNICATION STUDIES AND JOURNALISM	
09.010100	Communication Studies	
09.090200	Public Relations/Image Management	
10	COMMUNICATIONS/PUBLICATIONS	
10.010100	Communications	
10.030300	Prepress/Desktop Publishing/Digital	
10.030500	Graphic and Printing Equipment Operation	
10.030700	Printing Press Operation	
11	COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES (Hardware)	
11.050100	Computer Systems Analysis	
11.090100	Computer Systems Networking and Telecommunications	
12	PERSONAL AND CULINARY SERVICES	
12.030100	Funeral and Mortuary Services	
12.040100	Cosmetology	
12.050000	Cooking and Related Culinary Arts	
12.050600	Meat Cutting	
12.999900	Gaming and Sports Officiating	
13	EDUCATION	
13.010100	Education	
15	ENGINEERING	
15.000000	Engineering	
15.010100	Architectural Engineering	
15.020100	Civil Engineering	
15.030300	Electrical, Electronic and Communications Engineering	
15.040400	Instrumentation	
15.050300	Energy Systems	
15.050500	Solar Energy	
15.050600	Water Quality, Wastewater, and Recycling	
15.050700	Environmental Engineering	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
	ENGINEERING, Continued	
15.050800	Hazardous Materials and Waste (Not State Course)	
15.061200	Industrial Services and Support	
15.070000	Quality Control	
15.070100	Occupational Safety and Health	
15.110300	Hydraulics and Fluid Power	
15.130600	Mechanical Drafting/CAD/CADD	
	FOREIGN LANGUAGES/LITERATURES/LINGUISTICS	
16.010100	Foreign Language and Literature	
16.160300	Sign Language Interpretation/Translation	
19	FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES	
19.000000	Family and Consumer Sciences/Human Sciences	
19.010100	Family and Human Development	04 49 11 04
19.050500	Food Service Systems	
19.060500	Home Furnishings and Equipment	
19.070600	Child Development	
19.070900	Child Care Provider/Assistant	
19.090100	Apparel and Textiles	
	LEGAL	
22.030100	Legal Assistant/Secretary	
22.999900	Legal Professions and Studies Related	
24	LIBERAL ARTS AND SCIENCE/GENERAL STUDIES/HUMANITIES	
24.010100	Liberal Arts and Sciences/Liberal Studies	
24.010200	General Studies	
32		
32.010100	ABE Basic Skills Corrections – Juvenile Corrections – Adult	04 40 11 04 02 40 30 22 04 40 30 22
32.010500	Job Seeking/Changing	
32.010900	ABE - English Limited Language (ELL/ESL)	04 40 11 04
32.010910	ABE - English Limited Language (ELL/ESL) - Citizenship	04 40 11 04
32.011100	Community Rehabilitation Program (Sheltered Workshops)	04 40 11 04
36	LEISURE AND RECREATIONAL ACTIVITIES	
36.010100	Leisure and Recreational	04 50 11 22
41	SCIENTIFIC	
41.010100	Biology/Biotechnology Support	
41.030100	Chemical And Biochemical Support	
43	SECURITY AND PROTECTIVE SERVICES	
43.010700	Criminal Justice/Police Science	
43.011500	Homeland Security and Terrorism	
43.020100	Fire Prevention	
43.020300	Fire Science/Firefighting	
43.999900	Security and Protective Services Related	
44	PUBLIC ADMINISTRATION AND SOCIAL SERVICE	
44.050100	Public and Community Policy	04 48 11 04
44.999900	Public Administration and Social Services Related	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
46	CONSTRUCTION TRADES	
46.010100	Masonry	
46.020100	Carpentry	
46.030100	Electrical and Power Transmission	
46.030200	Electrician	
46.040100	Property Maintenance and Management	
46.040300	Construction Inspection	
46.040600	Glazier	
46.040800	Painting and Decorating	
46.041000	Roofer	
46.041100	Metal Building Assembly	
46.041400	Insulation Installation	
46.049900	Building/Construction Finishing, Management, and Inspection	
46.050200	Pipe and Sprinkler Fitter	
46.999900	Construction Related	
47	MECHANICS, INSTALLIZATION, AND REPAIR/SERVICE	
47.010100	Electrical/Electronics Equipment	
47.010300	Communications Systems	
47.010500	Industrial Electronics	
47.020100	Heating, Air Conditioning, Ventilation, and Refrigeration	
47.030200	Heavy Equipment	
47.030300	Industrial Equipment	
47.060300	Automotive Collision	
47.060400	Automotive Mechanics	
47.060500	Diesel Mechanics	
47.060600	Small Engine Mechanics	
47.999900	Mechanics Related	
48	PRECISION PRODUCTION	
48.030300	Upholstery	
48.050100	Machinist	
48.050600	Sheet Metal	
48.050700	Tool and Die	
48.050800	Welding	
48.059900	Precision Machining	
48.070100	Woodworking	
48.070400	Plastic Mold Design	
49	TRANSPORTATION AND MATERIALS MOVING	
49.010100	Aviation Pilot	
49.010400	Aviation Operations	
49.020000	Ground Transportation	
49.020200	Construction/Heavy Equipment/Earthmoving Equipment	
49.020500	Truck, Bus, and Commercial Vehicle	
49.999900	Transportation and Materials Moving	
50	VISUAL AND PERFORMING ARTS	
50.010100	Visual and Performing Arts	
50.040600	Commercial Photography	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
51	HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES	
51.069900	Dental Services and Allied Professions	
51.070200	Hospital and Health Facilities Administration	
51.079900	Health and Medical Admin. Services	
51.080100	Medical/Clinical Assistant	
51.080800	Veterinary Assistant	
51.090400	Emergency Medical Services and EMS Continuing Education / EMS Refresher	
51.090410	First Responder	
51.090420	Emergency Medical Technician - Basic	
51.090430	Emergency Medical Technician - Intermediate	
51.090441	Emergency Medical Technician - Paramedic	
51.090462	Paramedic Specialist	
51.099000	CPR and First Aid	
51.099900	Allied Health Diagnostic, Intervention, and Treatment (Occup. Ther., Phar. Asst., Rad. Ther., Phleb., Clin/Med. Lab. Tech., Limited Pract. Radiog., etc).	
51.120100	Medicine (MD)	
51.150100	Substance Abuse/Addiction	
51.150300	Medical Social Work	
51.159900	Mental, Social, and Allied Health Services	
51.161400	Nursing Assistant (Cert. Nursing Asst., Health Aid/Attendant/Orderly, Feeder Aid)	
51.169900	Nursing and Health Care Providers (Nurse Adm., LPN, Public Health Nurse, ADN,)	
51.230800	Physical Therapy	
51.239900	Rehabilitation and Therapy (Therapeutic Professional, Massage Therapy)	
51.240100	Veterinary Medicine (DVM)	
51.260200	Home Health Aide/Home Attendant (includes 75 Hr. Health Aid)	
51.260300	Medication Aide	
51.260400	Medication Manager	
52	BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES (Software)	
52.020100	Business Administration	
52.020300	Logistics and Materials Operations	
52.020400	Office Supervision	
52.020500	Operations Supervision	
52.020600	Non-Profit/Public/Organizational	
52.030100	Accounting	
52.040100	Administrative Assistant/Secretarial	
52.040700	Business/Office Automation/Data Entry	
52.070100	Entrepreneurship	
52.080100	Finance	
52.090300	Tourism and Travel Services	
52.100100	Human Resources Management/Personnel Administration	
52.120100	Management Information Systems	

NON-CREDIT COURSE MASTER, Continued

CIP NUMBER	STATE TITLES	THIS CIP & CODE SET COMB. ONLY
52	BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES (Software), Continued	
52.140100	Marketing	
52.150100	Real Estate	
52.160100	Taxation	
52.17010	Insurance	
52.180100	Sales, Distribution, and Marketing	
52.190800	Personal Financial Services	
53/59	HIGH SCHOOL/SECONDARY PROGRAMS, DIPLOMAS AND CERTIFICATES	
53.010500	Adult High School Diploma Secondary High School's Diploma Courses	04 41 11 04 02 41 11 22
53.010600	Alternative High School	02 41 11 22
53.020100	General Educational Development (GED) Corrections – Juvenile Corrections - Adult	04 40 11 04 02 40 30 22 04 40 30 22
59.000000	Secondary Jointly Administration Preparatory (Summary-CE4b ONLY)	02 22 11 22
61	STATE OR FEDERAL MANDATED, STATE RECOGNIZED, & COURT ORDERED/REFERRED	
61.040000	Coaching Authorization	04 44 11 04
61.050000	Court Ordered/Referred	04 45 11 04
61.060000	Iowa Course for Drivers Improvement (DIP)	04 44 11 04
61.070000	Drivers Education - Sec. Districts Not Reporting	04 44 11 04
61.070000	Drivers Education - Sec. Districts Reporting	02 44 11 22
61.080000	AARP Driver Safety Program (55 Alive) & Recreational Vehicle Safety (RV)	04 44 11 04
61.090000	Iowa Course for Drinking Drivers (DUI)	04 43 11 04
61.100000	Environmental Auditor	04 43 11 04
61.110000	Hazardous Material - State Recognized Course	04 44 11 04
61.120000	Hunter Safety and Ethics	04 44 11 04
61.130000	Mine Safety and Health Administration (MSHA)	04 44 11 04
61.140000	Motorcycle Rider	04 44 11 04
61.150000	Motorized Bicycle (Moped)	04 44 11 04
61.160000	Parenting Skills/Human Growth And Development	04 43 11 04
61.170000	Reserved Peace Officer Training	04 43 11 04
61.180000	School Bus Driver, (Include 3 hr. in-service)	04 44 11 04
61.190000	Snowmobile Safety	04 44 11 04
61.200000	Child/Dependent Adult Abuse Mandatory Reporting	04 43 11 04
61.210000	All-Terrain Vehicle	04 44 11 04
61.220000	Water Craft/Jet Ski	04 44 11 04
62	LOCAL COMMUNITY COLLEGE - Use Only-DO NOT REPORT TO DE	
62.300000	Community Service	04.71.70.22
62.310000	Conferences/Special Events/Meetings	04.72.70.22

****NOTE: CONTACT THE DEPARTMENT OF EDUCATION BEFORE USING CIP NUMBER (S) OR IDENTIFICATION CODE SETS THAT ARE NOT LISTED ON THE NON-CREDIT COURSE MASTER**

Examples of Specific Courses from the Non-Credit Course Master

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE
MANAGEMENT INFORMATION SYSTEM (MIS)

COURSE	CIP NUMBER	STATE TITLE
Academic Success	24.010200	General Studies
ACLS	51.099000	CPR and First Aid
Activity Coordinator/Director Health	51.159900	Mental, Social, and Allied Health Services
AED	51.099000	CPR and First Aid
Arc Flash	15.070100	Occupational Safety and Health
Asbestos Removal	15.050800	Hazardous Materials and Waste
Auto Restoration	47.060300	Automotive Collision
Banking	52.080100	Finance
Balancing Work and Family	19.010100	Family and Human Development
Bartending	12.050000	Cooking and Related Culinary Arts
Blood Borne Pathogen	15.070100	Occupational Safety and Health Technology
Blue Print Reading	15.130600	Mechanical Drafting/CAD/CADD
BLS	51.099000	CPR and First Aid
Boiler Operator	47.020100	Heating, Air Conditioning, Ventilation, and Refrigeration.
CASA – Court App Spec. Advoc.	61.050000	Court Ordered/Referred
CAD	15.130600	Mechanical Drafting/CAD/CADD
Cargo Securing - Rigging	49.020500	Truck, Bus, and Commercial Vehicle
CCID (Dementia Related)	51.169900	Nursing and Health Care Providers
CCP	51.090400	Emergency Medical Services/EMS Refresher
Certified Dietary Manager	19.050500	Food Service Systems
CISCO	11.090100	Computer Systems Networking and Telecommunications
CNC	48.050100	Machinist
Coaching	61.040000	Coaching Authorization - codes 04 44 11 04)
Community Health Service	51.159900	Mental, Social, and Allied Health Service
Commercial Pilot	49.010100	Aviation Pilot
Computer Networking	11.090100	Computer Systems Networking and Telecommunications
Computer Programmer	52.040700	Business/Office Automation/Data Entry
Computer Software Training	52.040700	Business/Office Automation/Data Entry
Computer Repair	11.090100	Computer Systems Networking and Telecommunications
Driver Safety Program (AARP)	61.080000	AARP Driver Safety (55Alive) and RV Safety
Driver Safety (Not AARP)	19.010100	Family and Human Development
English Language	09.010100	Communication Studies
Ethanol	03.010100	Natural Resources/Conservation
Evaluator, Education	13.010100	Education
Feeder Aide	51.161400	Nursing Assistant
Firearm Safety	43.999900	Security and Protective Services Related
Food and Nutrition for Occupations	19.050500	Food Service Systems
Forklift Training	49.999900	Transportation and Materials Moving Related
Foster Parent	61.160000	Parenting Skills/Human Growth and Development
Foreign Langu –Occupt, & Conversa.	16.010100	Foreign Language and literature - codes 04 04 11 04
Foreign Langu.–Rec./Leisure/Travel	16.010100	Foreign Language and literature – codes04 51 11 22
Girl Talk for Mothers	19.010100	Family and Human Development
Grain Fumigation	15.070100	Occupational Safety and Health
Grant Writing	09.010100	Communication Studies
GRE, ACT, SAT, etc. Preparation	24.010200	General Studies
Hazardous Material	15.050800	Hazardous Materials and Waste
Health/Nursing Care Recert/Relic. All	51.169900	Nursing and Health Care Providers
Health Center Activity Director.	51.159900	Mental, Social, and Allied Health Services
Heat, Air, Vent, & Refrig. Operations	47.020100	Heat, Air Conditioning, Ventilation, and Refrigeration

Examples of Specific Courses from the Non-Credit Course Master, Continued

USE ALL 8 DIGITS WHEN REPORTING NON-CREDIT ENROLLMENTS ON THE
MANAGEMENT INFORMATION SYSTEM (MIS)

COURSE	CIP NUMBER	STATE TITLE
Institutional Food Service	19.050500	Food Service Systems
Investment Class/Personal (04511122)	52.080100	Finance
Jaws of Life	51.091700	Emergency Rescue Technician
Job Seeking Skills (Not ABE)	32.010500	Job Seeking/Changing
Leadership Develop. Program	44.050100	Public and Community Policy
Leather Working	48.030300	Upholstery
LEAN Manufacturing	52.020300	Logistics and Materials Operations
Life Guard	51.091700	Emergency Rescue Technician
Limited Practice Radiography	51.099900	Allied Health
Literature	09.010100	Communication Studies
Manufacturing Technologies	48.059900	Precision Machining
Math (All)	24.010200	General Studies
Massage Therapy	51.239900	Rehabilitation and Therapy
Medical Records/Terminology	51.079900	Health and Medical Admin. Services
Metal Door Manufacturing	48.059900	Precision Machining
NRP	51.099000	CPR and First Aid
Office Lean	52.020400	Office Supervision
PALS	51.099000	CPR and First Aid
Parent Skills	61.160000	Parenting Skills/Human Growth and Development
PHTLS	51.090400	Emergency Med. Services/EMS Refresher
Poetry	09.010100	Communication Studies
POULA (Public Offenders Under Legal Age)	61.050000	Court Ordered/Referred
Performance Industry	50.010100	Visual and Performing Arts
Real Estate Training	52.150100	Real Estate - codes 04 04 11 04
Real Estate Relicensure	52.150100	Real Estate - codes 04 46 11 04
Rehabilitation Aide	51.239900	Rehabilitation and Therapy
Resume Writing & Job Seeking Skills (ABE)	32.010100	ABE
Resume Writing (Not ABE)	32.010500	Job Seeking/Changing
Rhetoric	09.010100	Communications Studies
Quality Control	15.070000	Quality Control
Science/Literature/History	24.010200	General Studies
Self Protection for Women	19.000000	Family and Consumer Sciences - codes 04 51 11 22
SHRM (Codes 04041104)	52.100100	Human Resources Management/Personnel Admin.
Social Work	44.999900	Public Administration and Social Service Related
Spanish – Occupational and Conversational	16.010100	Foreign Language and Literature - codes 04 04 11 04
Spanish.– Recreational/Leisure/Travel	16.010100	Foreign Language and Literature - codes 04 51 11 04
Speech	09.010100	Communications Studies
Teacher Education	13.010100	Education
Train-The-Trainer	13.010100	Education
Trucking Regulations	49.020500	Truck, Bus, and Commercial Vehicle
Turf	01.060500	Landscaping and Groundskeeping
Tutoring	24.010200	General Studies
Water Rescue	51.091700	Emergency Rescue Technician
Wood Door Manufacturing	48.070100	Woodworking
Work and Family Programs	19.010100	Family and Human Development deleted
Writing	09.010100	Communication Studies

2005 Reporting Manual
Section
D. Secondary Jointly Administered Reporting

Secondary Jointly Administered Courses/Programs CIP Numbers and Code Sets - Summary

Educational Functions/Programs By State Title	Classification of Instructional Programs (CIP)	Identification Code Sets
	CIP Numbers Occupational and/or Subject Specific	Level, Type, Special Emphasis, Object & Purpose
COOPERATIVE PROGRAMS OR SERVICES		
Note: Summarize on CE-4b CIP Number 59.000000 Code Set 02 22 11 22		
Sec. Jointly Admin/Liberal - General Studies	24.01010000	02 29 11 22
Secondary Jointly Administered-Prep	Occupational Specific	02 22 11 22
Secondary Jointly Administered-Tech Prep	Occupational Specific	02 22 32 22

Secondary Jointly Administered – (Secondary Credit Only) (Not PSEO)

Programs designed for secondary age students when two or more educational agencies have an agreement to administer instructional program(s) and/or support services by sharing educational personnel, curriculum, facilities, and/or other resources. Students receive secondary credit only and are not eligible for postsecondary general aid.

Career Academies

Secondary students participating in career academies receiving post-secondary credit must be reported in section B: Credit Student Enrollment Reporting, see page B-9.

2005 Reporting Manual

Section

E. Economic Development Project/Program Reporting

Economic Development Project/Program Reporting

I. General Instructions

Student enrollments of credit and contact (non-credit) hour programs/courses are reported on a Fiscal Year basis. Economic development projects and programs vary in length. To ensure eligibility of students/programs/courses review the Credit Student Enrollment Reporting and Non-Credit Student Enrollment Reporting sections of this manual.

This section of the manual identifies the file formats for specific economic development project/program information reporting. The process of 260E, 260F, 260G, and Grow Iowa Values Fund data year-end reporting to the Department of Education includes two components and must be updated each year for year-end reporting:

1. **Management Information System (MIS) Year-End Student Enrollment File**
(Credit Student Enrollment Files and Non-Credit Student Information File)
2. **Project/Program Reporting Information Electronic File (260E/F Project, 260G Program and Grow Iowa Values Fund)**
Economic Development Information Files-See the Management Information System (MIS) section of this manual.

Component 1-Management Information System (MIS) Year-End Enrollment Files

1. Student enrollments are included in Year-End Reporting Files (Credit Student Enrollment Files and Non-Credit Enrollment File-Programs and courses instructed by the community college).
2. Student social security number.
3. CIP numbers are assigned occupational/subject specific for Apprenticeships. For specific identification code sets refer to the Credit Enrollment Reporting and Non-Credit Enrollment Reporting sections of this manual.
4. Project/program identifier code.
5. All data will be collected on a Fiscal Year basis (July 1-June 30).
6. Include all required financial data on the CE-4b and related reports.

Component 2- Project/Program Reporting Information Electronic File (260E/F Project and 260G Programs)

1. Current or new projects/programs – include:
 - a. Company name.
 - b. Project/program identifier code – ‘E’ (assigned by college) or ‘F’ and ‘G’ (IDED Contract Number).
 - c. All enrollment data will be collected on a Fiscal Year basis (July 1-June 30).
2. Completed projects/programs – include:
 - a. Social security number of employees/students. (All employees/individuals benefiting from the funds.)
 - b. Company name.
 - c. Project/program identifier code – ‘E’ (assigned by college) or ‘F’ and ‘G’ (IDED Contract Number).
 - d. All enrollment data will be collected on a Fiscal Year basis (July 1-June 30).

2005 Reporting Manual
Section
F. Human Resources Reporting

Human Resources Reporting

Table of Contents

Section	Page Number
I. General Instructions	F-2
A. Employee Position Codes	F-2
B. Employee Assignment Codes	F-4

I. General Instructions

Report all data requested for employees: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550) in the Human Resource Files (Employee File and Employee Position File). The Employee Position Codes and Employee Assignment Codes are included in this section of the manual. Student employees are to be reported under the position code, which reflects the type of work. Do not report federal or state work-study students.

*Please review and update all Position Codes (Employee File) and Assignment Codes (Employee File).

A. Employee Position Codes

Administrative (510)

Chief executive officer and the cabinet and/or administrative team.

Chancellor	Vice President	Director
President	Executive officer	Dean

Instructional (520)

Personnel involved in direct instructional contact with students, including counselors, librarians, and tutors, if the principal activity (50% or more their time) is instructional. NOTE: Do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

Assistant Professor	Assistant Dean	Lecturer
Associate Professor	Assistant Director	Professor
Counselor	Associate Dean	Department Head
Instructor	Associate Director	Executive Officer

A. Employee Position Codes, Continued**Professional Staff (530)**

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff, and business office personnel. NOTE: This category includes all professional staff not elsewhere classified.

Accountant	Dietitian	Radio Operator
Administrative Assistant	Drafters	Scientific Assistant
Assistant Dean/Director	Engineering Aide	Social Worker
Associate Dean/Director	Junior Engineer	Technical Illustrator
Coaches	Licensed Practical Nurse	Technician
Computer Programmers/Operators	Mathematical Aide	Vocational Nurse
Controller	Photographer	Systems Analyst
Coordinator	Psychologist	
Department Head/Chairperson	Purchasing Agent	

Secretarial and Clerical (540)

Persons whose assignments are typically associated with clerical activities and/or specifically secretarial in nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Bookkeeper	Office Machine Operator	Statistical Clerk
Clerk-typist	Payroll Clerk	Stenographer
Library Clerk	Sales Clerk	

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Bus Driver	Electrician	Refuse Collector
Cafeteria/Restaurant Worker	Garage Laborer	Repairer
Carpenter	Gardener	Security Officer
Chauffeur	Groundskeeper	Stationary Engineer
Compositor	Laundry/Dry Cleaning Operative	Truck Driver
Construction Laborer	Machinist	Type-Setter
Custodian	Mechanic	Upholster

B. Employee Assignment Codes

Listed below, in alphabetic order by area, are assignment codes for all instructional staff, selected administrators and other college personnel, which are required for Employee Position Codes 510 and 520. Major area titles are listed and duplicated types of assignment codes are combined. Source: Bureau of Practitioner Preparation and Licensure Examiners, Iowa Department of Education (2001).

Administrative	
316	Administrator/Instructor
317	Administrator/ Instructional Unit/Dept

Administrators – Other	
315	Coach
312	Counselor
313	Curriculum Specialist
310	Librarian/Learn Resource Specialist
311	Media Specialist
314	Staff Development Officer

Arts & Science	
406	Accounting
398	Advertising
397	Agriculture
446	Alcohol/Drug Abuse Specialty
427	American Government
428	American History
408	American Literature
443	Anthropology
405	Art
399	Astronomy
404	Biological Science
420	Biology
441	Business Administration/Management
407	Business Law
394	Career Prep
421	Chemistry
445	Computer Science
437	Dramatic Art
434	Earth Science
425	Economics
431	Education
410	English
409	English Literature
396	English-as-a-Second Language (ESL)
413	French
401	General Business Subjects
422	General Science
426	Geography
414	German
400	Health

Arts & Science	
444	Health Care Administration
448	International Business/Relations
449	Japanese
412	Journalism
415	Latin
439	Law Enforcement
442	Legal Assistant
417	Mathematics
418	Music
402	Philosophy
419	Physical Ed
433	Physical Science
423	Physics
424	Physiology
395	Political Science
432	Psychology
436	Reading
438	Recreation Specialist
403	Religion
435	Russian
430	Sociology
416	Spanish
440	Special Education
411	Speech
447	Statistics
429	World History

Agriculture	
468	Agricultural Bio-Technology
451	Agricultural Business Management
452	Agricultural Economics
453	Agricultural Mechanics
454	Agricultural Production
460	Agricultural Products/Processing
450	Agricultural Science, Technology and Marketing
461	Agricultural Supplies & Services
462	Animal Grooming
455	Animal Science
456	Aquaculture
457	Crop Science
459	Game Management
463	Horticulture
465	International Agriculture
466	Parks Management
458	Plant Science
467	Renewable Natural Resources
464	Turf Management

Business & Office	
500	Accounting /Computing
502	Banking, Related Financial
501	Bookkeeping
504	Business Data Entry Equipment
503	Business Data Processing
511	Court Reporting
508	Executive Secretarial
509	Legal Secretarial
510	Medical Secretarial
505	Micro Computer Operation/Management
514	Multi-Occupations Preparatory
506	Office Supervisor/Management
507	Person/Training Programs
513	Shipping/Receiving/Stock Clerk
512	Typing, General Office/Related Programs

Family and Consumer Sciences	
551	Child Care and Guidance Mgmt
550	Consumer/Homemaking Home Economics
552	Clothing, Apparel/Textiles Management
554	Dietetic Aide/Assisting
553	Food Production/Management/Services
555	Home Furnishing/Equipment Management
556	Institutional, Home Management

Health Occupations	
613	Alcohol/Drug Abuse Specialty
632	Allied Health- Core Curriculum
623	Animal Technology
616	Central Supply Technology
631	Community Health
600	Dental Assisting
601	Dental Hygiene
602	Dental Laboratory Technology
603	Electroencephalograph Technology
605	Emergency Medical Technology - Paramedic
604	Emergency Medical Technology - 1
628	Exercise Physiology
634	Health Care Administration
617	Medical Assisting
611	Medical Lab Technology
619	Medical Records Technology
618	Medical Records Transcription
612	Medical Technology
614	Mental Health/Human Services Technology
625	Nursing Assisting
633	Nursing, Associate Degree
629	Occupational Therapy Assisting
627	Ophthalmic Medical Assisting

Health Occupations	
620	Pharmacy Assisting
630	Physical Therapy Assisting
621	Physician Assisting-Specialty
606	Radiograph Medical Technology
607	Respiratory Therapy
608	Surgical Technology
615	Training Interpreter (Deaf)
609	Ultrasound Technology
622	Veterinarian Assisting
624	Ward Clerk

Marketing Education	
708	Auctioneering
717	Equipment Rental
706	Farm and Garden Supplies Marketing
705	Financial Services Marketing
707	Food Marketing
713	Freight Transportation Marketing
703	General Merchandise
700	Hotel/Motel Management
709	Industrial Marketing
712	Insurance Marketing, General
710	International Marketing
718	Marketing/Distribution
715	Parts Clerk
716	Petroleum Marketing
702	Real Estate Sales
704	Small Business Management
714	Tourism
711	Wholesaling

Trade and Industry	
796	Aeronautical Technology
797	Agricultural Equipment Technology
890	Air Traffic Control
886	Air Transportation
857	Aircraft Mechanics
887	Airplane Piloting /Navigation
762	Architectural Design and Construction
865	Architectural Drafting Technology
759	Architectural Engineering
754	Audio Recording Technology/Music
859	Auto Mechanics
858	Automotive Body Repair
863	Automotive Component Assembler
888	Aviation Computer Technology
889	Aviation Management
849	Band Instrument Repair Technology
757	Barbering
822	Basic Housekeeping/Health Care Facilities

Trade and Industry	
760	Bioengineering/Biomedical Engineering
775	Biomedical Equipment Technology
791	Biotechnology
873	Blue Print Reading
816	Brick/Stone Masonry/Tile
821	Building Maintenance
819	Cable Installer - Television
899	Career Option
817	Carpentry
781	Chemical Manufacturing Technology
807	Chemical Technology
763	Civil Technology
764	Civil Technology-Structural
866	Civil/Structural Drafting
843	Climate Control Technology
803	Coal Mining Technology
870	Commercial Art
871	Commercial Photography
901	Communication Skills-Related
752	Communication Technology
872	Composition/Make-up/Typesetting
793	Computer Aided Design/Drafting
792	Computer Aided-Numerical Control
794	Computer Integrated Manufacturing
768	Computer Technology
823	Concrete Placing/Finishing
824	Construction Inspection
833	Construction Technology
855	Conventional Electric Power Generation
758	Cosmetology
810	Criminal Justice Technology
861	Diesel Engine Mechanic Technology
800	Drafting and Design Technology - Mechanical
765	Drafting/Design Technology
755	Dry Cleaning/Laundry Services
825	Drywall Installation
753	Educational Media Technology
769	Electrical Technology
867	Electrical/Electronics Drafting
838	Electronic Components Assembler
770	Electronic Technology
771	Electronic Technology-Communication
772	Electronic Technology-Diagnostic
773	Electronic Technology-Telecommunications
836	Electronics Occupations
778	Environmental Control Technology
779	Environmental Health Technician
814	Fire Control/Safety Tech
891	Flight Attendants
826	Floor Covering Installation
845	Fluid Power Mechanics

Trade and Industry	
782	Food Processing Technology
876	Foundry Work
	Furniture Making
	Glazing
869	Graphic Communications
847	Gunsmith
846	
774	High Technology Electronics
	Industrial Ceramics Manufacturing
820	Industrial Electrician Technology
839	
844	Industrial Machinery Maintenance/Repair
	Industrial Technology
777	Instrumentation Technology
828	
882	Jewelry Design/Fabrication/Repair
	Journalism (Mass Communications)
811	Law Enforcement
818	Lineworker
848	
877	
840	Major Appliance Repair
	Manufacturing Technology
895	Marina Operations
896	
785	Marine Products Technology
	Mechanical Construction Trades - Technical
801	Mechanical Design Technology
868	
835	
878	Metal Fabrication
	Microprocessor System Technology
893	Mining Equipment Operation
804	Mining Technology (Not Coal)
756	
841	Motor Repair
	Nuclear Material Technology
788	Occupational Safety/Health Technology
850	
883	Optical Goods Work
	Optical Technology
829	Painting/Decorating
805	
830	
787	Plastic Technology
	Plastics
834	Plumbing
798	Power Mechanics Technology
875	
809	Protective Services
	Protective Services

Trade and Industry	
751	Public Relations
795	Quality Control Technology
752	Radio/Television News Broadcast
902	Related Subjects
831	Roofing
780	Sanitation Technology
813	Security Services
802	Service Manager Technology
851	Shoe/Boot Repair
842	Small Appliance Repair
862	Small Engine Repair
852	Sporting Goods Equipment Repair
854	Swimming Pool Maintenance
897	T & I Coordinator
837	Telecommunications
789	Textile Technology
879	Tool and Die Making
894	Truck and Bus Driving
864	Vehicle Mechanics Specialist
892	Vehicle/Equipment Operation
856	Vehicle/Mobile Equipment Mechanical/Repair
853	Watch Repair
790	Welding Technology
880	Welding/Brazing/Soldering

2005 Reporting Manual

Section

G. Management Information System (MIS) Reporting

Management Information System (MIS) Reporting

Table of Contents

Section	Page Number
I. General Instructions	G-2
II. Fall Reporting	G-3
A. Data Submission Deadlines	G-3
B. Transmittal Form – Data Records	G-3
C. Fall Term/Credit Student Information File	G-3
D. Fall Term/Credit Student Course File	G-6
III. Year-End Reporting	G-8
A. Data Submission Deadlines	G-8
B. Transmittal Form – Data Records	G-8
C. Year-End Credit Student Information File	G-9
D. Year-End Credit Student Course File	G-12
F. Non-Credit Student Information File	G-13
G. Electronic Course Catalog File – Non-Credit	G-15
H. Economic Development Information (260E, 260F, 260G Grow Iowa Values)	G-16
I. One Source Training Information File Format	G-16
J. Human Resources Employee File	G-17
K. Human Resources Position File	G-18
L. Credit Student Awards File	G-18

I. General Instructions

The data files/reports listed in the Table of Contents of this section of the manual are required to be submitted to the Department of Education. Each section includes the dates that the files/reports are due to the Department of Education. The community college should keep a point-in-time file as of the date submitted. This point-in-time must be utilized for information that is submitted on the CE-4b. The student enrollment data on the CE-4b must match the Management Information System. Please ensure that edit checks are performed on all data before submitting it to the Department. Invalid data will require the Department to return the files/reports to be corrected by the college before “clean” data is accepted.

Send ASCII fixed files via e-mail to: geoffrey.jones@iowa.gov.

II. Fall Reporting

A. Data Submission Deadlines

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file. CE-4b and MIS files should be saved simultaneously and student enrollment data must match.

FILES/REPORTS	DUE DATES
Transmittal Form – Data Records Files (Fall Term/Credit Student Files)	On or before October 1, 2005
Fall Term/Credit Student Information File (14 th Day) (Reporting Period August-September 2005)	On or before October 1, 2005
Fall Term/Credit Student Course File (14 th Day) (Reporting Period August-September 2005)	On or before October 1, 2005

B. Transmittal Form – Data Records

Fall Term/Credit Student Information File

Total number of Fall Term/Credit Student Information records transmitted	
Point-in-time date	

Fall Term/Student Credit Course File

Total number of Fall Term/Credit Course records transmitted	
Total Fall Term/Credit Student Course credit hours transmitted	
Point-in-time date	

C. Fall Term/Credit Student Information File

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1968 would be 19680914) Blank = No Response
E	Gender	21	1	1 = Male 2 = Female

C. Fall Term/Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
F	Race/Ethnicity	22	1	1 = American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 2 = Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa. 3 = Black A person having origins in any of the black racial groups of Africa. 4 = Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
G	Previously Attended Another Postsecondary Institution	23	1	1 = Yes 2 = No
H	Highest Degree Earned at Another Postsecondary Institution	24	1	1 = 2-year degree 4 = None 2 = 4-year degree 3 = Graduate degree
I	Transfer Credit Hours Granted	25-29	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42	1	1 = High school diploma 2 = GED 3 = Non-graduate 4 = Still in high school (Grades 9-12) 5 = Adult High School Diploma
M	Year of High School Award	43-46	4	CCYY (will be blank if 3 or 4 is used for high school award type)
Special Populations				
N	Limited English Proficient	47	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
O	Disadvantaged	48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.

C. Fall Term/Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
P	Disabled	49	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/ deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Q	Single Parent	50	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
R	Displaced Homemaker	51	1	1 = Yes 0 = No A person who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
S	Criminal Offender	52	1	1 = Yes 0 = No An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender.
T	Served With Support Services	53	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.
U	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	54	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
V	High School Student	55	1	1 = Yes 0 = No A student enrolled in grades 9-12.
W	Tech Prep Student	56	1	1 = Yes 0 = No A student enrolled a Tech Prep Program *See Tech Prep Program definition, Department of Education
X	High School Identification Code Set and Community College Adult High School Diploma Identification	57-64	8	Either the Iowa High School Code or ACT codes will be accepted by the MIS System. DO NOT MIX CODES. If using ACT codes must add leading zeroes to fill 8 positions. Iowa High School Code Sets include the combination of the District Code and School Code. Use for currently enrolled students or graduates of an Iowa High School. For Community College Adult High School Diploma Code Sets are for District refer to Appendix C. For Non-Iowa High School please use all zeros. See Appendix B.
Y	Student CIP Major or program CIP Number	65-72	8	First 8 digits including leading zeros - Student Major

D. Fall Term/Credit Student Course File

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
Program Identifier-Student Major at Registration				Report each component as a separate field. Note: Report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based of the program in which the student has enrolled and or completed the most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major.
D	CIP Number	13-20	8	First 8 digits including leading zeros-Identifying Student Major Only
E	Site Number	21-22	2	Site number
F	Identification Code Set - Instructional Level	23	1	02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above)
G	Identification Code Set- Type - Program, Course, Service, and/or Activity	24-25	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 05 = Related Service or Activity 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 22 = Secondary Jointly Administered – Career Preparation 29 = Secondary Jointly Admin. – General Education (Not PSOE) 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory 35 = Shared Related Service or Activity 36 = Shared A&S College Parallel/Career Option 37 = Shared Part-Time Preparatory 38 = Shared A&S Liberal/General Studies 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA and Above)
H	Identification Code Set- Special Emphasis	26-27	2	04 = Apprentice (Non-ITED Funded) 09 = Special Populations 11 = No Special Emphasis 21 = Career Academies (non-Grow Iowa Funds) 30 = Corrections 31 = Developmental Education 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind Training 48 = One Source 49 = Iowa Values 260G (ACE) 50 = Iowa Values 260F (Jobs Training Act) 51 = Iowa Values 260C (Career Academies) 52 = Iowa Values 260C.1 (Voc/Tech Training) 53 = Iowa Values 260F.9 (Job Retention)

D. Fall Term/Credit Student Course File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
I	Identification Code Set-Object and Purpose	28-29	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible
J	Course Number	30-54	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
K	Course Start Date	55-62	8	CCYYMMDD-(Example: August 1, 2005 would be 20050801)
L	Course End Date	63-70	8	CCYYMMDD-(Example: December 1, 2005 would be 20051201)
M	Date Student Entered Course	71-78	8	CCYYMMDD-(Example: August 1, 2005 would be 20050801)
N	Date Student Exited Course	79-86	8	CCYYMMDD-(Example: December 1, 2005 would be 20051201)
O	Registration Type	87	1	0 = Regular student 1 = Contracted training/services 2 = Code of Iowa, Chapter 260E, Industrial New Jobs Training 3 = Code of Iowa, Chapter 260F, Iowa Job Training 4 = Code of Iowa, Chapter 260G, ACE
P	Course Credit Hours	88-92	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
Q	Non-Credit Course Hours	93-98	6	Use up to two decimal places as appropriate (Examples: 001.25 or 100.50 or 001.00)
R	Residency	99	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (I-20)
S	Developmental Course	100	1	1 = Yes 0 = No
T	Postsecondary Enrollment Options	101	1	1 = Yes 0 = No Enrolled under Postsecondary Enrollment Options Act
U	Economic Development 260E/ 260F Project Code 260G Program Code, Grow Iowa Values Fund	102-111	10	First position-‘E’, ‘F’ or ‘G’ Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F, 260G, and Grow Iowa Values Fund code IDED Contract Number)

III. Year-End Reporting

A. Data Submission Deadlines

FILES/REPORTS	DUE DATES
Transmittal Form – Data Records File (Fiscal Year-End 2005 Files)	On or before August 4, 2005
Credit Student Information Files	On or before August 4, 2005
Credit Student Course Files	On or before August 4, 2005
Non-Credit Student Information Files	On or before August 4, 2005
Economic Development Information Files (260E-260F-260G)	On or before August 4, 2005
Economic Development – Component 2 Project/Program Reporting Information Electronic File (260E/F/260G/Grow Iowa Values)	On or before August 4, 2005
One Source	On or before August 4, 2005
Electronic Course Catalog Files	On or before August 4, 2005
Human Resources Employee Files	On or before August 4, 2005
Human Resources Position Files	On or before August 4, 2005
Transmittal Form – Data Record File (Credit Student Awards Files)	On or before September 10, 2005
Credit Student Awards Files	On or before September 10, 2005

B. Transmittal Form – Data Records

Credit Student Information File

Total number of Credit Student Information records transmitted	
Point-in-time date	

Credit Student Course File

Total number of Credit Student Course records transmitted	
Total Credit Student Course credit hours transmitted	
Point-in-time date	

Electronic Course Catalog Files

Total number of Electronic Course Catalog records transmitted	
Point-in-time date	

Non-Credit Student Information Files

Total number of Non-Credit Student Information records transmitted	
Total Non-Credit contact hours transmitted	
Point-in-time date	

Human Resource Employee File

Total number of Human Resources Employee records transmitted	
Arts and Sciences credit hours	
Career & Technical credit hours	
Point-in-time date	

Human Resource Position File

Total number of Human Resources Position records transmitted	
Total salary amount transmitted	
Point-in-time date	

B. Transmittal Form – Data Records, Continued**Economic Development Information File - 260E**

Total number of 260E records transmitted	
Point-in-time date	

Economic Development Information File - 260F

Total number of 260F records transmitted	
Point-in-time date	

Economic Development Information File - 260G

Total number of 260G records transmitted	
Point-in-time date	

Economic Development - Grow Iowa Values Fund Information File

Total number of Grow Iowa Values Fund records transmitted	
Point-in-time date	

One Source

Total number of One Source records transmitted	
Point-in-time date	

Credit Student Awards Files

Total number of Credit Student Awards records transmitted	
Point-in-time date	

C. Year-End Credit Student Information File

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1980 would be 19800914) Blank = No Response
E	Gender	21	1	1 = Male 2 = Female

C. Year-End Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
F	Race/Ethnicity	22	1	<p>1 = American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.</p> <p>2 = Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa.</p> <p>3 = Black A person having origins in any of the black racial groups of Africa.</p> <p>4 = Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.</p> <p>5 = White A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>6 = Choose not to reply</p>
G	Previously Attended Another Postsecondary Institution	23	1	<p>1 = Yes</p> <p>2 = No</p>
H	Highest Degree Earned at Another Postsecondary Institution	24	1	<p>1 = 2-year degree 4 = None</p> <p>2 = 4-year degree</p> <p>3 = Graduate degree</p>
I	Transfer Credit Hours Granted	25-29	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
J	First Enrollment Date, This College	30-35	6	First enrollment date in format CCYYMM (Example: May 1964 would be 196405)
K	Earned Credit Hours	36-41	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
L	High School Award Type	42	1	<p>1 = High school diploma</p> <p>2 = GED</p> <p>3 = Non-graduate</p> <p>4 = Still in high school</p> <p>5 = Adult High School Diploma</p>
M	Year of High School Award	43-46	4	CCYY (Will be blank if 3 or 4 is used for high school award type)
Special Populations				
N	Limited English Proficient	47	1	<p>1 = Yes 0 = No</p> <p>Individuals:</p> <p>A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.</p>

C. Year-End Credit Student Information File, Continued

FIELD LETTER	DATA ELEMENT		FIELD LENGTH	
O	Disadvantaged	48	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
P	Disabled	49	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing deaf/blind, deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Q	Single Parent	50	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
R	Displaced Homemaker	51	1	1 = Yes 0 = No A person, who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
S	Criminal Offender	52	1	1 = Yes 0 = No An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender
T	Served with Support Services	53	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.
U	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	54	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
V	High School Student	55	1	1 = Yes 0 = No A student enrolled in grades 9-12.
W	Tech Prep Student	56	1	1 = Yes 0 = No A student enrolled a Tech Prep Program *See Tech Prep Program definition, Department of Education
X	High School Identification Code Set and Community College Adult High School Diploma Identification	57-64	8	Either the Iowa High School Code or ACT codes will be accepted by the MIS System. DO NOT MIX CODES. If using ACT codes must add leading zeroes to fill 8 positions. Iowa High School Code Sets include the combination of the District Code and School Code. Use for currently enrolled students or graduates of an Iowa High School. For Community College Adult High School Diploma Code Sets are for District refer to Appendix C. For Non-Iowa High School please use all zeros. See Appendix B.
Y	Student CIP Major/Program CIP Number	65-72	8	First 8 digits including leading zeros - Student Major

D. Year-End Credit Student Course File

FIELD LETTER	DATA ELEMENT	POSITION	LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
Program Identifier-Student Major at Registration				Report each component as a separate field. Note: Report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based of the program in which the student has enrolled and or completed the most vocational courses. If he/she has not enrolled and/or completed the most vocational courses, the student will be assigned to an Arts and Science major.
D	CIP Number	13-20	8	First 8 digits including leading zeros-Identifying Student Major Only
E	Site Number	21-22	2	Site number
F	Identification Code Set- Instructional Level	23	1	2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
G	Identification Code Set-Type – Program, Course, Service, and/or Activity	24-25	2	02 = Full-time preparatory 03 = Short-term preparatory 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 12 = Advance Standing Preparatory 22 = JA-secondary preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus)
H	Identification Code Set- Special Emphasis	26-27	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 21 = Career Academies (non-Grow Iowa Funds) 30 = Corrections 31 = Developmental Education 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind Training 48 = One Source 49 = Iowa Values 260G (ACE) 50 = Iowa Values 260F (Jobs Training Act) 51 = Iowa Values 260C (Career Academies) 52 = Iowa Values 260C.1 (Voc/Tech Training) 53 = Iowa Values 260F.9 (Job Retention)

D. Year-End Credit Student Course File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
I	Identification Code Set-Object and Purpose	28-29	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible
J	Course Number	30-54	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
K	Course Start Date	55-62	8	CCYYMMDD-(Example: August 1, 2005 would be 20050801)
L	Course End Date	63-70	8	CCYYMMDD-(Example: December 1, 2005 would be 20051201)
M	Date Student Entered Course	71-78	8	CCYYMMDD-(Example: August 1, 2005 would be 20050801)
N	Date Student Exited Course	79-86	8	CCYYMMDD-(Example: December 1, 2005 would be 20051201)
O	Registration Type	87	1	0 = Regular student 1 = Contracted training/services 2 = Code of Iowa, Chapter 260E, Industrial New Jobs Training 3 = Code of Iowa, Chapter 260F, Iowa Job Training 4 = Code of Iowa, Chapter 260G, ACE
P	Course Credit Hours	88-92	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
Q	Non-Credit Course Hours	93-98	6	Use up to two decimal places as appropriate (Examples: 001.25 or 100.50 or 001.00)
R	Residency	99	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student
S	Developmental Course	100	1	1 = Yes 0 = No
T	Postsecondary Enrollment Options	101	1	1 = Yes 0 = No Enrolled under Postsecondary Enrollment Options Act
U	Economic Development 260E/ 260F Project Code 260G Program Code, Grow Iowa Values Fund	102-111	10	First position-‘E’, ‘F’ or ‘G’ Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F, 260G, and Grow Iowa Values Fund code IDED Contract Number)

E. Electronic Course Catalog File - Credit

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course. First seven positions must match the AS28. If less than 7 add zero to the end to total seven positions.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.

F. Non-Credit Student Information File

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not give their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student’s social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.

F. Non-Credit Student Information File

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
D	Birth Date	13-20	8	Date of birth in format CCYYMMDD (Example: September 14, 1980 would be 19800914) Blank = No Response
E	Gender	21	1	1 = Male 2 = Female
F	Race/Ethnicity	22	1	1 = American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 2 = Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. 3 = Black A person having origins in any of the black racial groups of Africa. 4 = Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = Choose not to reply
G	Residency	23	1	Residence status at date of registration 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student
H	CIP Number	24-31	8	First 8 digits including leading zeroes
I	Site Number	32-33	2	Site number
J	Identification Code Set-Instructional Level	34	1	2 = Secondary 4 = Adult 5 = Combination of any above
K	Identification Code Set-Type - Program, course, Service, and/or Activity	35-36	2	04 = Career/ Vocational Training and Upgrading 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus) 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning 71 = Community Service (Do Not Report to State) 72 = Conferences/Special Events (Do Not Report to State) 73 = Staff Development/In-State (Do Not Report to State) 74 = Tests (Do Not Report to State)

F. Non-Credit Student Information File

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
L	Identification Code Set-Special Emphasis	37-38	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 48 = One Source 49 = Iowa Values 260G (ACE) 50 = Iowa Values 260F (Jobs Training Act) 52 = Iowa Values 260C.1 (Voc/Tech Training) 53 = Iowa Values 260F.9 (Job Retention)
M	Identification Code Set-Object and Purpose	39-40	2	02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible
N	Course Number	41-65	25	Combination of alpha/numeric characters assigned by a college to a course.
O	Developmental Course	66	1	1 = Yes 0 = No
P	Course Contact Hours	67-72	6	Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point)
Q	Course Start Date	73-80	8	Date course started in format CCYYMMDD (Example: August 1, 2004 would be 20040801)
R	Course End Date	81-88	8	Date course ended in format CCYYMMDD (Example: December 15, 2004 would be 20041215)
S	Award Received This Year from Community College	89-90	2	0 = No award received 1 = Adult High School Diploma 2 = GED 3-20 = Certificate
T	Award Received This Year from Community College	91-92	2	0 or Blank, no second award received
U	Award Received This Year from Community College	93-94	2	0 or Blank, no third award received
V	Award Received This Year from Community College	95-96	2	0 or Blank, no fourth award received
W	Economic Development 260E/ 260F Project Code 260G Program Code, Grow Iowa Values Fund	97-106	10	First position-‘E’, ‘F’ or ‘G’ Remaining positions-Combination of alpha/numeric characters (260E code assigned by the college, 260F, 260G, and Grow Iowa Values Fund code IDED Contract Number)

G. Electronic Course Catalog File – Non-Credit

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.

H. Economic Development Information (260E, 260F, 260G Grow Iowa Values) File Formats**Economic Development (260E) Information File**

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Project Code (260E)	12-21	10	First position-‘E’ to identify a 260E project Remaining positions-alpha/numeric characters determined by the college
D	Company Name	22-61	40	Company name assigned to project code

Economic Development (260F) Information File

FIELD NUMBER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social Security number, including leading zeros
C	Project Code (260F)	12-21	10	First position-‘F’ to identify a 260F project Remaining positions-alpha/numeric characters, IDED Contract Number
D	Company Name	22-61	40	Company name assigned to project code

Economic Development (260G) Information File

FIELD NUMBER	DATA ELEMENT	POSITION	LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Program Code (260G)	12-21	10	First position-‘G’ to identify a 260G program Remaining positions-alpha/numeric characters, IDED Contract Number
D	Company Name	22-61	40	Company name assigned to program code

Economic Development (260C.18A) - Grow Iowa Values Fund- Information File

FIELD NUMBER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Economic Development Type	12-13	2	01 = 260F - Jobs Training Act 02 = 260G -Accelerated Career Education-(ACE) 03 = Career Academies-Iowa Code 281-47.1 (260C) 04 = Vocational and Technical Training (260C.1, subsections 2 and 3) 05 = Job Retention Projects (Iowa Code.260F.9)
D	Program CIP Number(Training Area)	13-22	10	Use CIP number of training Areas

I. One Source Training Information File Format

FIELD NUMBER	DATA	POSITION	LENGTH	
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Social security number, including leading zeros
C	Program CIP Number	12-21	10	Refer to Non-Credit Course Master
D	Company Name	22-61	40	Company name
E	Contract Number	62-71	10	If N/A leave Blank

J. Human Resources Employee File

Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550).
NOTE: Instructional (520) do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

FIELD LETTER	DATA ELEMENT	POSITION	LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Last Name	12-36	25	Employee Last Name
D	First Name	37-51	15	Employee First Name
E	Middle Initial	52	1	Employee Middle Initial
F	Birth Date	53-60	8	Date of birth in format CCYYMMDD (Example: May 1, 1950 would be 19500501)
G	Race/Ethnicity	61	1	1 = American Indian or Alaska Native 2 = Asian or Pacific Islander 3 = Black 4 = Hispanic 5 = White 6 = Choose not to reply
H	Gender	62	1	1 = Male 2 = Female

Complete for Administrative Positions (510) and All Instructional Positions (520) .

I	Highest Educational Achievement/Award	63	1	1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma/GED 9 = Less than High School Diploma/GED
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Experience (rounded to nearest whole number). Complete for Administrative Positions (510) and All Instructional Positions (520) .

J	Previous Teaching Experience	64-65	2	Total years teaching experience; any level, prior to employment at this college
K	Current Position Experience	66-67	2	Total years in most recent teaching/administration position. Round to whole number
L	Years at Current College	68-69	2	Total years at the current college
M	Assignment Codes	70-99	30	3 position assignment code; repeat for up to 10 instructor and selective administrative assignments

Instructional FTE Information. Complete for Administrative Positions (510) and All Instructional Positions (520).

N	Arts & Science Credit Hours	100-104	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
O	Career & Technical Credit Hours	105-109	5(2dec)	Total credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
P	Site Number	110-111	2	Enter the last two digits of the site number where the staff member is employed. If the employee works at more than one location, enter the site number where the majority of employment takes place.

K. Human Resources Position File

Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550).
NOTE: Data elements with asterisk (*) are required for all Instructional (520) positions. **NOTE:** Instructional (520) do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Position Code	12-14	3	510=Administrative 520=Instructional 530=Professional Staff 540=Secretarial and Clerical 550=Service Staff
D	Employment Type	15	1	1 = Full-Time (Regular/Permanent) 2 = Part-Time (Regular/Permanent) 3 = Temporary/Seasonal 4 = Adjunct Faculty Instructor
E	Position Total Compensation	16-21	6	Indicate total amount earned by this individual in this position for the Fiscal Year, excluding benefits. Round to nearest whole dollar.
F	*Base Position Salary	22-27	6	Indicate total amount of salary, 9 months teaching/instructional only. Round to nearest whole dollar and adjust to 9 months.
G	*Days in 2 Semester Teaching/Instructional Contract	28-30	3	Total number of days in a 9-month teaching/instructional contract. (Example: 173 service days/ 160 instructional days)
H	Fiscal Agent Position	31	1	1 = Yes 0 = No If this position is for the purpose of supporting another entity, agency, etc. for whom the college is acting as a fiscal agent.

L. Credit Student Awards File

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	13	1	1 = AA (Associate of Arts) 2 = AS (Associate of Science) 3 = AGS (Associate of General Studies) 4 = AAA (Associate of Applied Arts) 5 = AAS (Associate of Applied Science) 6 = Diploma 7 = Certificate 8 = Other Z = Non-graduate program completer (Tech-Prep/Perkins)
E	Award Date	14-21	8	CCYYMMDD-(Example: May 1, 2004 would be 20040501)
Note: Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted.				
F	CIP Number	22-29	8	First 8 digits including leading zeros

L. Credit Student Awards File, Continued

FIELD LETTER	DATA ELEMENT	POSITION	FIELD LENGTH	FIELD DESCRIPTION
G	Site Number	30-31	2	Site number
H	Identification Code Set-Instructional Level	32	1	2 = Secondary 3 = Postsecondary 4 = Adult 5 = Combination (any two or more of the above)
I	Identification Code Set-Type – Program, Course, Service, and/or Activity	33-34	2	02 = Full-time preparatory 03 = Short-term preparatory 05 = Related service or activity 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 12 = Advanced Standing Preparatory 22 = JA-secondary preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 35 = Shared related service or activity 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 42 = Economic Development 46 = Recertification/Relicensure (Less than BA) 47 = Recertification/Relicensure (BA Plus)
J	Identification Code Set-Special Emphasis	35-36	2	04 = Apprentice (Non-ITED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 31 = Developmental Education 33 = Sex Equity 35 = Reciprocal Agreement 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 47 = Contract/Customized Bus/Ind Training 48 = One Source 49 = Iowa Values 260G (ACE) 50 = Iowa Values 260F (Jobs Training Act) 51 = Iowa Values 260C (Career Academies) 52 = Iowa Values 260C.1 (Voc/Tech Training) 53 = Iowa Values 260F.9 (Job Retention)
K	Identification Code Set-Object and Purpose	37-38	2	02 = Secondary – Career/Tech 03 = Credit 22 = Not-Eligible

2005 Reporting Manual
Section
H. Financial Reporting

Financial Reporting

Table of Contents

MIS Financial Report	Page Number
I. General Instructions	H-2
II. Financial Reporting.....	H-3
A. CE-4b, Pro Rate Sheet.....	H-3
B. Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7)	H-5
C. Unrestricted General Fund, AS-15E (Fund 1) Restricted General Fund, AS-15E (Fund 2) Plant Fund AS-15F (Fund 7)	H-6
D. Building Information	H-7
E. Buildings and Facilities.....	H-7
F. Administrative Allowance from Code of Iowa, Chapter 260E	H-8

The financial reporting forms above can be found through the shortcut listed below for your convenience:

<http://www.state.ia.us/educate/ccwp/cc/financial.html>

Financial Reporting Files due on or before August 4, 2005

Contact person: Michelle Wendel (515) 281-3550

Send fixed length files via e-mail to: michelle.wendel@iowa.gov

I. General Instructions

1. For definitions, refer to the Management Information System (MIS) Data Dictionary and Year-End Accounting Manual.
2. Use accrual accounting when computing revenue and expenses.
3. MIS Financial Reports are to be submitted electronically to the Department of Education using the file formats outlined in the following pages.

NOTE: Arts and Science and Career/Vocational Cost Centers contain the Credit Activities, Adult Cost Center contains the Non-Credit Activities and Cooperative Programs and Activities Cost Center contain the Secondary Jointly Administrated Activities.

II. Financial Reporting

A. CE-4b, Pro Rate Sheet

The CE-4b report is a distribution of data from the annual AS-15E reports for the Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) for the present Fiscal Year of operation. The Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) will be subtotaled on the CE-4b. When indirect costs are prorated back to Fund 1 based on total contact hours, the total Fund 1 and Fund 2 expenditures in columns 10 - 20 should be utilized.

1. **Round all figures to the nearest dollar.**
2. The CE-4b expenditure Pro Rate Sheet is divided into two sections. They are as follows:
 - a. **Unrestricted General Fund -**
The organizational units to be financed through this fund are those, which are generally directly concerned with the operation and support of the educational program of the school as a whole--the only restrictions being those imposed by the budget.
 - b. **Restricted General Fund -**
This fund is used to account for resources that are available for the operation and support of the educational program, but which are restricted as to their use by an outside agency or person. The organizational units to be financed through this fund are usually the same, or at least complimentary, to those financed through the "General Fund." The only difference is that the numeral "2" would be assigned to the transactions affecting restricted funds.
3. The Unrestricted General Fund section is subdivided into 9 functional codes and groups. Of these major divisions, 4 relate to the Education Function (a. -d.) and 5 relate to the Support Function (e. -i.). They are as follows:
 - a. Arts and Science
 - c. Career/Vocational/Technical Education
 - d. General Adult Education (Continuing Education)
 - e. Cooperative Programs or Services
 - f. General Administration
 - g. Student Services
 - h. Learning Resources (Library)
 - i. Physical Plant
 - j. General Institution
4. Fund 1 and Fund 2 will be added together for the grand total, which will coincide with the total expenditures, reported on the AS-15E (Combined Funds 1 & 2).
5. Columns (1) through (3) will be pre-coded by the Department of Education for all programs for which have a CE-4 reimbursement form; for any programs not pre-coded, please insert, using **bold** type, in the appropriate CIP number sequence. (Please contact the Department of Education for assistance.)
6. Columns (4) through (20) will be completed by the college.

A. CE-4b, Pro Rate Sheet, Continued

7. Column (4) (Total Contact Hours) is the total contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. This figure is the basis for prorating all indirect costs. (Support Services identified in 3 above.)
 8. Column (5) (Eligible Contact Hours) is the eligible contact hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities.
 9. Column (6) (Total Credit Hours) is the total credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. This column will be ignored for all activities.
 10. Column (7) (Eligible Credit Hours) is the eligible credit hours of all students enrolled from July 1 through June 30 of the reporting Fiscal Year. Complete for all activities with credit hour enrollment.
 11. Column (8) (Full-Time Headcount) is the number of full-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.
 12. Column (9) (Part-Time Headcount) is the number of part-time students of all students enrolled from July 1 through June 30 of the reporting Fiscal Year.
- NOTE: For numbered items 13 through 17 below you may enter Total Direct Costs in columns (14) of the CE-4b (Other Current Expenses) and leave columns (10) through (13) blank (report total direct costs only).
13. Column (10) Salary – Reimbursable- (520-599) is the reimbursable salary from July 1 through June 30 of the reporting Fiscal Year.
 14. Column (11) Services – (601-626) is the services from July 1 through June 30 of the reporting Fiscal Year.
 15. Column (12) Materials & Supplies – (632-646) is the materials and supplies July 1 from through June 30 of the reporting Fiscal Year.
 16. Column (13) Travel – (647-648) is the instructor travel from July 1 through June 30 of the reporting Fiscal Year.
 17. Column (14) Other Current Expenses (650-699) is other current expenses from July 1 through June 30 of the reporting Fiscal Year.
 18. Column (15) Administration & Supervision (510) includes all object codes related to a particular supervisor of the appropriate cost centers, prorated to applicable program based on total contact hours in that cost center from July 1 through June 30 of the reporting Fiscal Year.
 19. Column (16) (Direct Costs) is the total of columns (10)-(15) and would include object codes 510, 520 through 599, 601 through 626, 632 through 648 and 650 through 699 of the appropriate function expenses from July 1 through June 30 of the reporting Fiscal Year.

A. CE-4b, Pro Rate Sheet, Continued

21. Column (17) (Indirect Costs) would be the total expenditures for functions 5-9, prorated to the program based on total contact hours expenses from July 1 through June 30 of the reporting Fiscal Year.
22. Column (18) (Direct Capital Expenditures) would include all capital outlay expense directly attributable to the program and would include object codes 710, 740 and 750 expenses from July 1 through June 30 of the reporting Fiscal Year.
23. Column (19) (Indirect Capital) would include all capital outlay attributable to the Support Services functions prorated on total contact hours and would include object codes 710 and 790 expenses from July 1 through June 30 of the reporting Fiscal Year.
24. Column (20) (Total) would be the total of columns (16) through (19).
25. After prorating all of Indirect Costs (Support Services) the Grand Total row on the last page of the CE-4b should be 0 (zero) in columns (17) through (19).

B. Balance Sheet, AS-15D (Fund 1, Fund 2, Fund 7)

1. **Round all figures to whole dollar and use only positive dollar amounts for all items.**
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Total the sub-account assets and report on the control account line (i.e. assets in object codes 100 through 129 would be combined and reported on the Balance Sheet line "Cash on Hand or in Bank"; object codes 131-139 would be combined and reported on the Balance Sheet line "Investments", etc.). Enter into the appropriate cell of the Excel template.
4. Refer to your uniform Financial Accounting Manual for identification of items within an object code.
5. Report Unrestricted General Fund (Fund 1), Restricted General Fund (Fund 2), and Plant Fund (Fund 7).
6. The spreadsheet will automatically total the appropriate columns and rows.
7. Dollar amounts in object codes 191-198 (Fixed Assets) should agree with dollar amounts in object code 312 (Fund Balance-Net Investment in Plant) in each fund.
8. Dollar amounts in object code 311 (Fund Balance-Unrestricted) should agree with dollar amount answer when total current liabilities (object codes 100-189) are subtracted from total current assets (object codes 201-240).

C. Unrestricted General Fund, AS-15E (Fund 1); Restricted General Fund, AS-15E (Fund 2); Plant Fund AS-15F (Fund 7)
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- 1. Round all figures to whole dollar.**
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. In Fund 2, object code 415 Property Tax – Equipment Replacement, include the amount to be received from the \$.03 or \$.06 levy for equipment
4. In Fund 2, object code 416, Property Tax – Operations/Plant Fund/Early Retirement/Cash Reserve, include levy for insurance in function 8 and levy for early retirement in function 9. Cash Reserve will be included in function 5. In debt service sub-fund of the plant funds group, include only the amount necessary to pay bonds or certificates and interest that are currently due.
5. In Fund 2, object code 419, Property Tax – Tort Liability/Insurance, include the amount to be received from the tort liability levy in function 9, and the amount received from insurance in function 8.
6. Include assessments for library books, parking tickets, etc. in object code 477 Assessment-Special Charges. Parking fees or permits are to be included in object code 454-Other Sales and Service.
7. Money kept from administering General Educational Development (GED) tests should be classified in function 3 (General Adult Education) and object code 406 (other student fees).
8. Indicate the use of Unrestricted Funds necessary to balance revenue with expenditures.
9. Place all Worker's Compensation Insurance in object code 591 (Worker's Compensation Insurance) in function 5. Do not include in object code 618 (Insurance).
10. Capital outlay figures are to be included in total disbursements.
11. Object code 590 Related Payroll Costs and Fringe Benefits, object code 592 FICA (Employer's Share) and object code 593 Retirement Plan (Employer's Share) are to be broken down by object code and function.
12. The spreadsheet will automatically total the appropriate columns and rows.
13. Expenditure totals for Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) should agree with CE-4b totals.
14. Depreciation will be recorded via a journal entry. Please report actual expenditures for capital items on the reports to the Department of Education.

D. Building Information

1. Enter data to indicate the following information about each building for your college;
 - heated or unheated,
 - square footage,
 - cubic footage,
 - owned or leased,
 - other information such as height, length, and ceiling height can be provided.
2. The spreadsheet will automatically total the appropriate columns.

E. Buildings and Facilities

1. Building Form #1 Total Buildings and Land
 - a. Enter data to indicate the following information about the total buildings and land for your college;
 - number of acres for owned and leased buildings and non-buildings,
 - total original expenditures for land,
 - any pertinent comments about the facilities.
 - b. The spreadsheet will automatically total the appropriate rows.
2. Building Form #2 Site Acquisitions and Disposals Through Fiscal Year 2005
 - a. Enter data to indicate the following information about the total buildings and land for your college;
 - site of acquisition or disposal,
 - number of acres purchased,
 - date of acquisition,
 - total expenditures,
 - number of acres sold,
 - date of sale,
 - total sale price.
3. Building Form # 3 Source of Funds to Acquire Buildings
 - a. Enter data to indicate the following information about the each building for your college;
 - site of acquisition,
 - date of construction,
 - building name/function,
 - building condition,
 - source of revenue (e.g. State Appropriation, Local Tax Levy, etc.),
 - total cost of the building,
 - gross square feet,
 - other comments,
 - net usable square feet.

E. Buildings and Facilities, Continued**4. Building Form # 4 Buildings-Leased**

- a. Enter data to indicate the following information about the leased buildings used by your college;
- site name,
 - expiration date of lease,
 - usage/purpose of the building,
 - condition of the building,
 - total lease payment,
 - the gross square feet,
 - net usable square feet,
 - any pertinent comments about the facilities.

F. Administrative Allowance from Code of Iowa, Chapter 260E

1. **Round all figures to whole dollar.**
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Enter the beginning balance. Please make sure that this amount agrees to the ending balance from the previous year.
4. Provide appropriate revenue sources for the current Fiscal Year.
5. Enter expenditure amounts in the appropriate lines.
6. The spreadsheet will automatically total the appropriate columns and rows.

2005 Reporting Manual

Section

I. Appendix

Appendix A – Identification Code Sets

INSTRUCTIONAL LEVEL	TYPE-PROGRAM, COURSE, SERVICE AND/OR ACTIVITY	SPECIAL EMPHASIS	OBJECT AND PURPOSE
01 – Elementary	02 – Full Time Preparatory	04 – Apprentice (Non-ITED Funded)	01 – Corrections-Federal (Fiscal Use only)
02 – Secondary	03 – Short-Term Preparatory	09 – Special Populations	02 – Secondary-Career/Tech
03 – Postsecondary	04 – Career/Vocational Training and Upgrading (Non-Credit)	11 – No Special Emphasis	03 – Credit
04 – Adult	06 – College Parallel-Career Option	21 – Career Academies (Non-Grow Iowa Values)	04 – Non-Credit
05 – Any Combination Above	07 – Part-Time Preparatory	29 – Articulated	22 – Not-Eligible
	08 – Arts & Science Liberal/General Studies	30 – Corrections	42 – Corrections-State (Fiscal Use Only)
	12 – Preparatory Advanced Standing	31 – Developmental Education	85 – Tech Prep Grant
	22 – Secondary Jointly Administered – Career Preparation	32 – Tech Prep	91 – Perkins Grant
	29 – Secondary Jointly Admin. – General Education (Not PSOE)	33 – Sex Equity	
	32 – Shared Full-Time Preparatory	35 – Reciprocal Agreement	
	33 – Shared Short-Term Preparatory	41 – 260E	
	34 – Shared Vocational Supplementary	42 – 260E Apprentice	
	35 – Shared Related Service or Activity	43 – 260F	
	36 – Shared A&S College Parallel/Career Option	44 – 260F Apprentice	
	37 – Shared Part-Time Preparatory	45 – 260G	
	38 – Shared A&S Liberal/General Studies	46 – 260G Apprentice	
	40 – Adult Basic Education-	47 – Contract/Customized Bus/Ind Trang	
	41 – Secondary Education-(Non-Credit)	48 – One Source	
	42 – Economic Development	49 – Iowa Values (260G–ACE)	
	43 – State or Federal Mandated	50 – Iowa Values (260F–Job Training)	
	44 – State Recognized	51 – Iowa Values (260C–Car Academies)	
	45 – Court Ordered/Referred	52 – Iowa Values (260C.1–Voc/Tech Tr)	
	46 – Recertification/Relicensure (Less than BA)	53 – Iowa Values (260F.9–Job Retention)	
	47 – Recertification/Relicensure (BA and Above)		
	48 – Community and Public Policy		
	49 – Family/Individual Development and Health		
	50 – Leisure/Recreational		
	51 – Adult Learning		
DO NOT REPORT TO THE DEPARTMENT OF EDUCATION			
LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY
04 – Adult	71 – Community Service	70 – Not State Reported	22 – Not-Eligible
04 – Adult	72 – Conferences/Special Events	70 – Not State Reported	22 – Not-Eligible
04 – Adult	73 – Staff Development/In-Service	70 – Not State Reported	22 – Not-Eligible
04 – Adult	74 – Tests	70 – Not State Reported	22 – Not-Eligible

Appendix B – High School Identification Code Sets

May be reported using ACT, CEEB or Iowa High School Identification Codes (as follows)

DO NOT MIX CODES

If using ACT/CEEB codes use leading zeroes to fill 8 positions

Example: Adel, ACT = 160010, submit = 00160010 or DOE = 00270172.

Home schooled students – use local high school code.

If reporting Adult High School Diploma use Appendix C.

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
0027	0172	A-D-M Senior High School	Adel
0441	0172	A-H-S-T High School	Avoca
1476	0118	Abraham Lincoln High	Council Bluffs
0018	0172	Adair-Casey Jr-Sr	Adair
0009	0109	AGWSR	Ackley
0063	0172	Akron Westfield	Akron
0072	0109	Albert City-Truesdale	Albert City
0081	0109	Albia High School	Albia
0099	0172	Alburnett Junior-Senior	Alburnett
0108	0109	Alden Community High	Alden
0126	0109	Algona High School	Algona
0153	0109	Allison-Bristow	Allison
0171	0172	Alta Senior High	Alta
1197	0118	Alternative High School	Clarinda
5049	0112	Alternative School	Ottumwa
4131	0127	Alternative School	Mason City
9211	0053	Ames AEA	Ames
0225	0109	Ames High School	Ames
0234	0109	Anamosa High School	Anamosa
0243	0109	Andrew High School	Andrew
0252	0172	Anita Junior-Senior High	Anita
0261	0109	Ankeny	Ankeny
5130	0172	Aplington-Parkersburg	Parkersburg
1071	0118	Appanoose County	Centerville
0333	0109	Armstrong-Ringsted	Armstrong
1611	8101	Assumption High School	Davenport
6768	0218	Assure Center	Washington
0387	0109	Atlantic High School	Atlantic
0414	0109	Audubon High School	Audubon
0423	0109	Aurelia High School	Aurelia
0472	0109	Ballard Community High	Huxley
4725	0127	Basics and Beyond	Newton
0504	0109	Battle Creek-Ida Grove	Ida Grove
0513	0172	Baxter High School	Baxter
0540	0172	BCLUW	Conrad
6961	8146	Beckman High School	Dyersville
0549	0109	Bedford High School	Bedford
0576	0109	Belle Plaine Senior High	Belle Plaine
0585	8000	Bellevue Area	Bellevue
0585	0109	Bellevue High School	Bellevue

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
0594	0109	Belmond-Klemme Community	Belmond
0603	0172	Bennett Junior-Senior	Bennett
0609	0109	Benton Community Senior	Van Horne
0621	0109	Bettendorf High School	Bettendorf
0126	8000	Bishop Garrigan	Algona
0126	8108	Bishop Garrigan	Algona
6039	8106	Bishop Heelan Catholic	Sioux City
0720	0172	Bondurant-Farrar Jr-Sr	Bondurant
0729	0109	Boone High School	Boone
0747	0109	Boyden-Hull High School	Hull
1917	0172	Boyer Valley	Dunlap
0846	0109	Brooklyn-Guernsey-Malcom	Brooklyn
2511	0114	Building Bridges	Glenwood
6795	0105	Bunger Welcome Center	Evansdale
0882	0194	Burlington	Burlington
0882	0109	Burlington Community	Burlington
0914	0172	C and M Junior-Senior	Massena
0916	0109	Cal-Dows High School	Latimer
0918	0109	Calamus-Wheatland Sec	Wheatland
0936	0109	Camanche High School	Camanche
0977	0109	Cardinal Middle-Senior	Eldon
3312	8110	Cardinal Stritch Junior	Keokuk
0981	0109	Carlisle High School	Carlisle
0999	0127	Carroll Alternative	Carroll
0999	0109	Carroll High School	Carroll
1737	0198	Casady Alternative	Des Moines
6961	0172	Cascade Junior-Senior	Cascade
6039	8000	Catholic Schools	Sioux City
6039	8005	Catholic Schools	Sioux City
1044	0109	Cedar Falls High School	Cedar Falls
1062	0172	Center Point-Urbana	Center Point
1071	0109	Centerville High School	Centerville
1863	0127	Central Alternative High	Dubuque
6039	0111	Central Campus	Sioux City
1089	0109	Central City High	Central City
1080	0109	Central Community Jr-Sr	Elkader
1093	0172	Central Decatur Jr-Sr	Leon
1611	0109	Central High School	Davenport
1079	0109	Central High School	Donnellson
1082	0109	Central High School	De Witt
1095	0109	Central Lyon Senior	Rock Rapids
1107	0109	Chariton High School	Chariton
1116	0109	Charles City High	Charles City
1134	0109	Charter Oak-Ute High	Charter Oak
1476	0589	Children's Square	Council Bluffs
1197	0127	Clarinda Academy	Clarinda
1197	0109	Clarinda High School	Clarinda
1206	0109	Clarion-Goldfield HS	Clarion

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
1211	0109	Clarke Community High	Osceola
1211	0118	Clarke Learning Center	Osceola
1215	0172	Clarksville High School	Clarksville
1218	0172	Clay Central-Everly	Everly
2763	0172	Clayton Ridge	Guttenberg
1221	0109	Clear Creek-Amana	Tiffin
1233	0109	Clear Lake High School	Clear Lake
1278	0109	Clinton High School	Clinton
1332	0109	Colfax-Mingo High School	Colfax
1350	0109	Collins-Maxwell	Maxwell
1359	0172	Colo-Nesco Senior High	Colo
1368	0109	Columbus Community High	Columbus Jct
6795	8114	Columbus High School	Waterloo
1413	0172	Coon Rapids-Bayard	Coon Rapids
1431	0109	Corning High School	Corning
1449	0109	Corwith-Wesley High	Corwith
1503	0109	Creston High School	Creston
3029	0109	Crestwood High School	Cresco
4509	0127	Crusade High	Morning Sun
1576	0109	Dallas Center-Grimes	Grimes
1602	0172	Danville Junior-Senior	Danville
1619	0109	Davis County Community	Bloomfield
1638	0109	Decorah High School	Decorah
1701	0109	Denison High School	Denison
1719	0109	Denver Senior High	Denver
1737	0145	Des Moines Central	Des Moines
1737	8503	Des Moines Christian	Des Moines
1782	0172	Diagonal Junior-Senior	Diagonal
1791	0172	Dike-New Hartford High	Dike
6795	8115	Don Bosco High School	Gilbertville
6957	8103	Dowling High School	West Des Moines
1863	0109	Dubuque Senior High	Dubuque
1908	0172	Dunkerton High School	Dunkerton
1926	0109	Durant High School	Durant
1944	0109	Eagle Grove High School	Eagle Grove
1953	0172	Earlham Senior High	Earlham
1963	0109	East Buchanan High	Winthrop
1965	0109	East Central Community	Miles
6795	0109	East High School	Waterloo
6039	0118	East High School	Sioux City
1737	0109	East High School	Des Moines
1968	0172	East Marshall	Le Grand
1970	0172	East Union Junior-Senior	Afton
0657	0172	Eddyville-Blakesburg	Eddyville
1989	0172	Edgewood-Colesburg	Edgewood
6795	0124	Educational Discipline	Waterloo
2007	0109	Eldora-New Providence	Eldora
2016	0109	Elk Horn-Kimballton	Elk Horn

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
2088	0109	Emmetsburg High School	Emmetsburg
2097	0109	English Valleys	North English
2113	0172	Essex Junior-Senior High	Essex
2124	0109	Estherville Lincoln	Estherville
2151	0172	Exira Junior-Senior High	Exira
6795	0111	Expo High School	Waterloo
2169	0109	Fairfield High School	Fairfield
2205	0172	Farragut Senior High	Farragut
5877	0998	Flexible Learning Center	Sergeant Buff
2295	0109	Forest City High	Forest City
2313	0109	Fort Dodge High School	Fort Dodge
2322	0127	Fort Madison Alternative	Fort Madison
2322	8105	Fort Madison Catholic	Fort Madison
2322	0109	Fort Madison High School	Fort Madison
2327	0109	Fox Valley High	Milton
2349	0109	Fredericksburg	Fredericksburg
2369	0172	Fremont-Mills Middle	Tabor
0729	0118	Futures	Boone
2376	0109	Galva-Holstein	Holstein
2403	0109	Garner-Hayfield High	Garner
3600	8000	Gehlen Catholic School	Le Mars
3600	8104	Gehlen Catholic School	Le Mars
1053	0118	George Washington High	Cedar Rapids
2457	0172	George-Little Rock	George
2466	0172	Gilbert Junior-Senior	Gilbert
2502	0172	Gladbrook-Reinbeck	Reinbeck
2511	0109	Glenwood Senior High	Glenwood
2520	0172	Glidden-Ralston Jr-Sr	Glidden
2682	0172	GMG	Garwin
2313	0156	Gordon Willard	Fort Dodge
2556	0172	Graettinger Senior	Graettinger
1967	0109	Grand Junction High	Grand Junction
1737	8504	Grandview Park Baptist	Des Moines
2664	0172	Greene Junior-Senior	Greene
2709	0109	Grinnell Community	Grinnell
2709	0118	Grinnell New Horizons	Grinnell
2718	0109	Griswold	Griswold
2727	0109	Grundy Center High	Grundy Center
2754	0109	Guthrie Center High	Guthrie Center
2766	0172	H-L-V Junior-Senior	Victor
2772	0172	Hamburg Junior-Senior	Hamburg
2781	0109	Hampton-Dumont	Hampton
2826	0151	Harlan Comm Flexible	Harlan
2826	0109	Harlan Community High	Harlan
2834	0109	Harmony High School	Farmington
2846	0109	Harris-Lake Park	Lake Park
2862	0109	Hartley-Melvin-Sanborn	Hartley
1863	0118	Hempstead High	Dubuque

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
1503	0118	High Lakes Cntry Academy	Creston
2977	0109	Highland High School	Riverside
2988	0109	Hinton High School	Hinton
1863	8006	Holy Family System	Dubuque
1737	0114	Hoover High School	Des Moines
3033	0172	Hubbard-Radcliffe	Hubbard
3042	0109	Hudson High School	Hudson
3060	0109	Humboldt High School	Humboldt
3168	0109	IKM High School	Manilla
3105	0109	Independence High School	Independence
3114	0109	Indianola High School	Indianola
3114	0127	Indianola Learning	Indianola
3119	0109	Interstate 35 High	Truro
6957	8108	Iowa Christian Academy	West Des Moines
3141	0109	Iowa City High School	Iowa City
3150	0109	Iowa Falls High School	Iowa Falls
6098	9601	Iowa Juvenile Home	Toledo
4271	8506	Iowa Mennonite School	Kalona
3154	0172	Iowa Valley Jr-Sr High	Marengo
3186	0109	Janesville Junior-Senior	Janesville
3195	0109	Jefferson-Scranton	Jefferson
3204	0109	Jesup High School	Jesup
1053	0114	John F Kennedy High	Cedar Rapids
5310	0172	John R Mott High School	Postville
3231	0109	Johnston Senior High	Johnston
1476	0121	Kanesville High School	Council Bluffs
1972	0172	Kee High School	Lansing
3312	8000	Keokuk Catholic School	Keokuk
3312	0109	Keokuk High School	Keokuk
3330	0109	Keota High School	Keota
1611	0127	Kimberly Center for Alte	Davenport
3348	0109	Kingsley-Pierson	Kingsley
3375	0109	Knoxville High School	Knoxville
0999	8101	Kuemper High School	Carroll
3420	0109	Lake Mills Senior High	Lake Mills
3465	0172	Lamoni High School	Lamoni
3537	0109	Laurens-Marathon	Laurens
3555	0172	Lawton Junior-Senior	Lawton
3600	0109	Le Mars High School	Le Mars
3609	0109	Lenox High School	Lenox
3645	0109	Lewis Central Senior	Council Bluffs
1278	0118	Lincoln	Clinton
1737	0118	Lincoln High School	Des Moines
3705	0172	Lineville-Clio Jr-Sr	Lineville
3715	0109	Linn-Mar High School	Marion
3744	0109	Lisbon High School	Lisbon
3798	0172	Logan-Magnolia	Logan
3816	0172	Lone Tree Junior-Senior	Lone Tree

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
3841	0109	Louisa-Muscatine Jr-Sr	Letts
3906	0109	Lynnvile-Sully	Sully
3942	0109	Madrid High School	Madrid
2169	8504	Maharishi	Fairfield
3978	0172	Malvern Junior-Senior	Malvern
4014	0109	Manning High School	Manning
4023	0109	Manson Northwest Webster	Manson
4033	0109	Maple Valley-Anthon Oto	Mapleton
4041	0109	Maquoketa Community High	Maquoketa
4043	0109	Maquoketa Valley Senior	Delhi
4068	0109	Marcus-Meriden-Cleghorn	Marcus
4086	0109	Marion High School	Marion
0585	8109	Marquette High School	Bellevue
2322	8111	Marquette School Inc.	West Point
4104	0109	Marshalltown High School	Marshalltown
4122	0172	Martensdale-St Marys	Martensdale
4131	0109	Mason City	Mason City
4203	0109	Mediapolis High School	Mediapolis
4212	0109	Melcher-Dallas High	Melcher
1152	9611	Mental Health Institute	Cherokee
1197	9611	Mental Health Institute	Clarinda
1053	0127	Metro High School	Cedar Rapids
6579	0114	Metro West	Grimes
4419	0109	MFL Marmac Hs	Monona
4271	0109	Mid-Prairie High School	Wellman
4269	0109	Midland Community High	Wyoming
4356	0109	Missouri Valley High	Missouri Valley
4149	0109	MOC-Floyd Valley	Orange City
4437	0109	Montezuma High School	Montezuma
4446	0109	Monticello High School	Monticello
4491	0109	Moravia High School	Moravia
4505	0172	Mormon Trail Jr-Sr High	Garden Grove
4518	0172	Moulton-Udell High	Moulton
4527	0109	Mount Ayr High	Mount Ayr
4536	0109	Mount Pleasant High	Mount Pleasant
4554	0109	Mount Vernon High	Mount Vernon
4572	0172	Murray School	Murray
4581	0109	Muscatine High School	Muscatine
4599	0172	Nashua-Plainfield	Nashua
4617	0109	Nevada High School	Nevada
4662	0109	New Hampton High School	New Hampton
4689	0172	New London Jr-Sr High	New London
4644	0172	Newell-Fonda High School	Newell
4131	8000	Newman Catholic	Mason City
4131	8105	Newman Catholic	Mason City
4725	0109	Newton Senior High	Newton
4751	0172	Nishna Valley Jr-Sr	Hastings
2673	0209	Nodaway Valley	Greenfield

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
4761	0172	Nora Springs-Rock Falls	Nora Springs
3691	0172	North Cedar High School	Stanwood
4772	0172	North Central Jr-Sr	Manly
4774	0109	North Fayette High	West Union
6039	0136	North High School	Sioux City
1737	0127	North High School	Des Moines
1611	0116	North High School	Davenport
0873	0109	North Iowa High School	Buffalo Center
4778	0109	North Kossuth Senior	Swea City
4776	0172	North Mahaska Jr-Sr	New Sharon
4779	0172	North Polk Junior-Senior	Alleman
4784	0109	North Scott Senior High	Eldridge
4785	0109	North Tama High School	Traer
4777	0109	North-Linn Senior High	Troy Mills
4775	0109	Northeast Hamilton	Blairsburg
4773	0172	Northeast Middle-High	Goose Lake
4788	0109	Northwood-Kensett Jr-Sr	Northwood
4797	0109	Norwalk Senior High	Norwalk
0882	8000	Notre Dame Catholic	Burlington
0882	8101	Notre Dame High School	Burlington
1611	0517	NW EDUCATION CENTER	DAVENPORT
4860	0109	Odebolt-Arthur	Odebolt
4869	0109	Oelwein High School	Oelwein
4878	0109	Ogden High School	Ogden
4890	0109	Okoboji High School	Milford
4905	0172	Olin Junior-Senior High	Olin
4978	0172	Orient-Macksburg Senior	Orient
4995	0109	Osage High School	Osage
5013	0109	Oskaloosa High School	Oskaloosa
5049	0109	Ottumwa High School	Ottumwa
1476	0593	PACT	Council Bluffs
5121	0109	Panorama High	Panora
5139	0172	Paton-Churdan Jr-Sr	Churdan
5160	0172	PCM High School	Monroe
5163	0109	Pekin Community High	Packwood
5166	8302	Pella Christian High	Pella
5166	0109	Pella High School	Pella
5184	0109	Perry High School	Perry
5250	0109	Pleasant Valley High	Riverdale
5256	0109	Pleasantville High	Pleasantville
5283	0109	Pocahontas Area	Pocahontas
5283	0118	Pocahontas Area Regional	Pocahontas
5301	0109	Pomeroy High School	Pomeroy
1337	0109	Prairie High School	Cedar Rapids
5325	0109	Prairie Valley High	Gowrie
5337	0109	Preston High School	Preston
1044	9601	Price Laboratory School	Cedar Falls
1278	8110	Prince of Peace	Clinton

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
1278	8000	Prince Of Peace Catholic	Clinton
5463	0109	Red Oak High School	Red Oak
3141	8104	Regina Jr Sr High School	Iowa City
3141	8000	Regina Schools	Iowa City
5486	0109	Remsen-Union High	Remsen
5508	0109	Riceville High School	Riceville
1975	0109	River Valley High School	Correctionville
0621	8511	Rivermont Collegiate	Bettendorf
5510	0209	Riverside Community	Oakland
5607	0172	Rock Valley Jr-Sr	Rock Valley
5697	0109	Rockford Junior-Senior	Rockford
5625	0172	Rockwell City-Lytton	Rockwell City
5616	0109	Rockwell-Swaledale	Rockwell
5643	0109	Roland-Story High	Story City
1737	0136	Roosevelt High School	Des Moines
5715	0109	Russell High School	Russell
5724	0109	Ruthven-Ayrshire	Ruthven
5742	0194	Sac County Flex	Sac City
5742	0172	Sac Junior-Senior High	Sac City
0504	0118	Sac-Ida Alternative	Ida Grove
5805	0109	Saydel High School	Des Moines
6930	8503	Scattergood Friends	West Branch
1737	0194	Scavo	Des Moines
5823	0109	Schaller-Crestland High	Early
3141	0127	Senior High Alternative	Iowa City
5868	0172	Sentral Jr/Sr High	Fenton
5877	0172	Sergeant Bluff-Luton	Sergeant Bluff
5895	0109	Seymour High School	Seymour
5922	0109	Sheffield-Chapin Comm	Sheffield
5949	0109	Sheldon High School	Sheldon
5976	0127	Shenandoah Alternative	Shenandoah
5976	0109	Shenandoah High School	Shenandoah
5994	0109	Sibley-Ocheyedan	Sibley
6003	0109	Sidney High School	Sidney
6012	0109	Sigourney Jr-Sr High Sch	Sigourney
6030	0109	Sioux Center High	Sioux Center
6035	0109	Sioux Central High	Sioux Rapids
6093	0172	Solon High School	Solon
6095	0109	South Hamilton Middle	Jewell
6099	0109	South O'Brien High	Paullina
6097	0172	South Page Senior	College Springs
6098	0109	South Tama County High	Tama
6100	0109	South Winneshiek High	Calmar
6101	0109	Southeast Polk High	Runnells
6094	0109	Southeast Warren Jr-Sr	Liberty Center
6096	0172	Southeast Webster	Burnside
6091	0109	Southern Cal Jr-Sr High	Lake City
4149	8000	Spalding Catholic	Granville

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
4149	8116	Spalding Catholic	Granville
6102	0109	Spencer High School	Spencer
6120	0109	Spirit Lake High	Spirit Lake
6138	0172	Springville Secondary	Springville
1476	8004	St Albert Catholic	Council Bluffs
1476	8108	St Albert Secondary	Council Bluffs
5751	0109	St Ansgar High School	St. Ansgar
5486	8000	St Catherine-St Mary	Remsen
2313	8104	St Edmond Middle\	Fort Dodge
6219	8000	St Mary's Catholic	Storm Lake
6219	8101	St Mary's High School	Storm Lake
5486	8103	St Marys High School	Remsen
2313	8000	St. Edmond Catholic	Ft Dodge
6165	0109	Stanton High School	Stanton
6175	0109	Starmont High School	Arlington
2007	9601	State Training School	Eldora
6219	0109	Storm Lake High	Storm Lake
6273	0109	Sumner Jr-Sr High	Sumner
6345	0172	Terril Junior-Senior	Terril
6101	0114	The Harbor-Southeast	Altoona
1476	0109	Thomas Jefferson High	Council Bluffs
1053	0109	Thomas Jefferson High	Cedar Rapids
6408	0109	Tipton High School	Tipton
3375	0114	Trabert Center	Knoxville
6453	0172	Treynor Junior-Senior	Treynor
6460	0109	Tri-Center High School	Neola
6462	0109	Tri-County High School	Thornburg
6471	0172	Tripoli Middle/Sr High	Tripoli
1476	0581	Tucker Center for Career	Council Bluffs
6509	0172	Turkey Valley Jr-Sr High	Jackson Jet
6512	0109	Twin Cedars	Bussey
4023	0218	Twin Lakes Learning Ctr	Manson
6516	0172	Twin River Valley	Bode
6534	0109	Underwood High School	Underwood
6536	0109	Union High School	La Porte City
4149	8317	Unity Christian High	Orange City
6579	0109	Urbandale High School	Urbandale
6957	0109	Valley High School	West Des Moines
6591	0109	Valley High School	Elgin
6592	0109	Van Buren Community	Keosauqua
6615	0172	Van Meter Jr-Sr High	Van Meter
6633	0172	Ventura Jr-Sr High	Ventura
6651	0109	Villisca Community	Villisca
6700	0109	Waco High School	Wayland
1863	8134	Wahlert High School	Dubuque
6741	0109	Wall Lake View Auburn	Lake View
6957	0118	Walnut Creek Campus	West Des Moines
6750	0109	Walnut Jr-Sr High School	Walnut

Iowa High School Identification Code Sets			
District Code	School Code	School Name	City
6795	8000	Walnut Ridge Baptist	Waterloo
6795	8503	Walnut Ridge Baptist	Waterloo
6759	0109	Wapello Senior High	Wapello
6762	0109	Wapsie Valley High	Fairbank
6660	0109	Washington High School	Vinton
6768	0109	Washington High School	Washington
1152	0109	Washington High School	Cherokee
6822	0109	Waukee Senior High	Waukee
0135	0109	Waukon High School	Waukon
6840	0109	Waverly-Shell Rock	Waverly
6854	0109	Wayne Community High	Corydon
5463	0454	Webster Alternative	Red Oak
6867	0109	Webster City High	Webster City
6921	0109	West Bend-Mallard	West Bend
6930	0109	West Branch High School	West Branch
6937	0109	West Burlington High	West Burlington
6943	0172	West Central Jr-Sr High	Maynard
6264	0109	West Central Valley	Stuart
6950	0109	West Delaware High	Manchester
0819	0109	West Hancock High School	Britt
6969	0109	West Harrison High	Mondamin
6795	0118	West High School	Waterloo
6039	0145	West High School	Sioux City
1611	0118	West High School	Davenport
6975	0109	West Liberty High School	West Liberty
6983	0109	West Lyon High School	Inwood
6985	0109	West Marshall High	State Center
6987	0109	West Monona High School	Onawa
3141	0118	West Senior High School	Iowa City
6990	0109	West Sioux High School	Hawarden
0747	8309	Western Christian High	Hull
6961	0109	Western Dubuque High	Epworth
0355	0172	Westside Junior-Senior	Westside
6992	0109	Westwood High School	Sloan
7002	0109	Whiting Senior High	Whiting
7029	0109	Williamsburg Jr-Sr High	Williamsburg
7038	0109	Wilton Jr-Sr	Wilton
7047	0172	Winfield-Mt Union Jr-Sr	Winfield
7056	0109	Winterset Senior High	Winterset
7083	0172	Woden-Crystal Lake-	Crystal Lake
7092	0109	Woodbine High School	Woodbine
7098	0109	Woodbury Central High	Moville
7110	0109	Woodward-Granger	Woodward
1053	8105	Xavier High School	Cedar Rapids
3231	0421	Youth Homes Of	Johnston
0000	0000	Non-Iowa High School	

Appendix C – Adult High School Diploma Identification Code Sets

District Code	School Code	Community College
9901	0000	Northeast Iowa Community College
9902	0000	North Iowa Community College
9903	0000	Iowa Lakes Community College
9904	0000	Northwest Iowa Community College
9905	0000	Iowa Central Community College
9906	0000	Iowa Valley Community College District
9907	0000	Hawkeye Community College
9909	0000	Eastern Iowa Community College District
9910	0000	Kirkwood Community College
9911	0000	Des Moines Area Community College
9912	0000	Western Iowa Tech Community College
9913	0000	Iowa Western Community College
9914	0000	Southwestern Community College
9915	0000	Indian Hills Community College
9916	0000	Southeastern Community College
0000	0000	Non-Iowa Community College